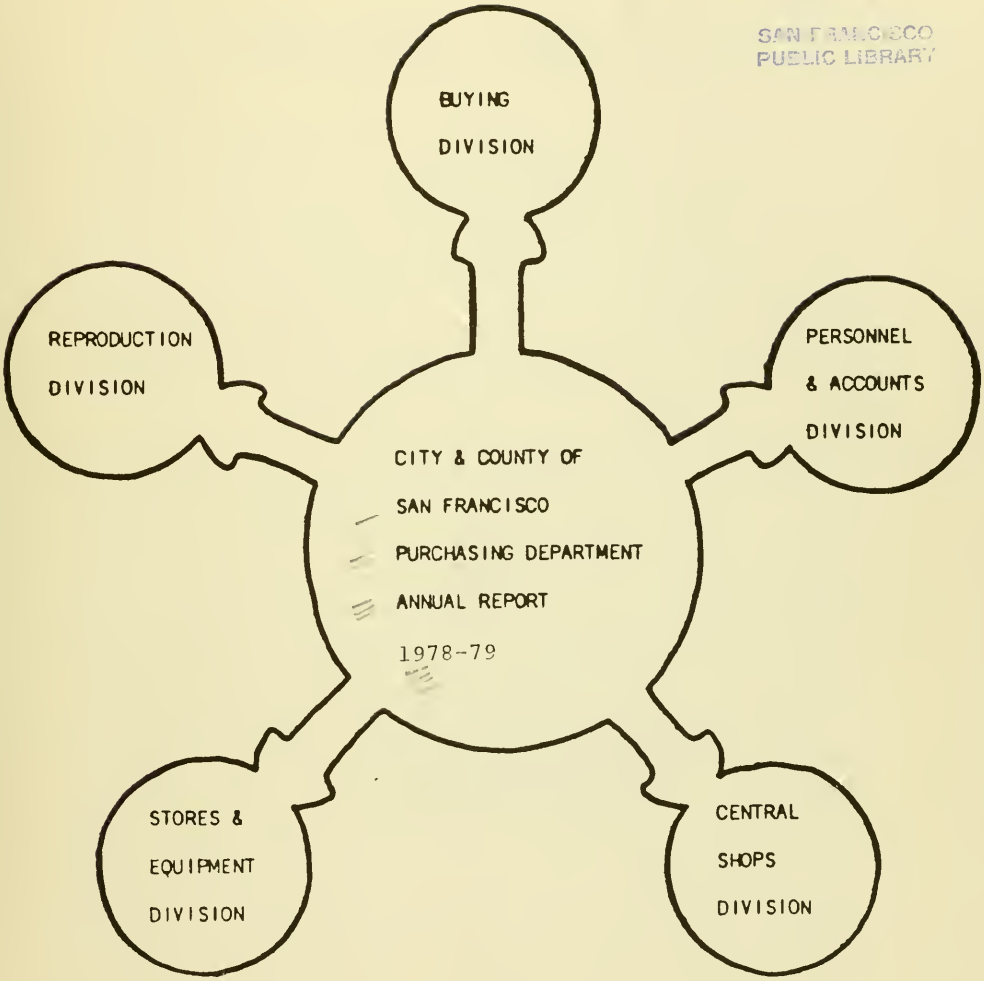

December 1979

ANNUAL REPORT

FISCAL YEAR
1978 - 1979

City and County
of
San Francisco

Purchasing Department

- BUYING DIVISION
- PERSONNEL & ACCOUNTS DIVISION
- STORES & EQUIPMENT DIVISION
- REPRODUCTION DIVISION
- CENTRAL SHOPS DIVISION

JOSEPH C. GAVIN

DIRECTOR OF PURCHASING AND SUPPLIES

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City and County of San Francisco **Purchasing Department**

December 11, 1979

Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Boas:

The Annual Report of the Purchasing Department for the fiscal year ending June 30, 1979, is submitted herewith in accordance with the provisions of Section 3.501 of the Charter of the City and County of San Francisco.

Very truly yours,

JOSEPH C. GAVIN
Director of Purchasing and Services

JCT/rps

(415) 558-5026 Room 270, City Hall San Francisco 94102

ORGANIZATION CHART

City and County of San Francisco

Purchasing Department

CHIEF ADMINISTRATIVE OFFICER

DIRECTOR OF PURCHASING AND SERVICES
ASST. DIRECTOR OF PURCHASING & SERVICES

- Stenographic Secretary
- Sr. Clerk Typist

BUYING DIVISION

Asst. Dir. of Purchasing & Services(1)
- Sr. Clerk Typist(1)

Sr. Purchaser - Specification & Standardization(1)
Sr. Purchaser - Buying Staff(1)
Sr. Purchaser - S.F. General Hosp.(1)
Sr. Purchaser - Municipal Railway(1)
Purchaser(6)
Purchaser - Printing(2)

Coding Section

Coding Supervisor(1)
Clerk(1)

CENTRAL SHOPS DIVISION

City Shops General Superintendent(1)
City Shops Asst. Superintendent(1)
Sr. Accountant(1)
Sr. Account Clerk(1)
Account Clerk(1)
Sr. Payroll-Personnel Clerk(1)
Clerk Typist(1)
Auto Mach. Supervisor(3)
Auto Mach. Asst. Supervisor(2)
Auto Machinist(25)
Auto Service Worker(25)
Metalsmith(4)
Car-Auto Painter(4)
Patternmaker(2)
Upholsterer(1)
Chauffeur(1)
Auto Service Worker Asst. Super.(1)
Auto Mechanic Supervisor(1)
Auto Mech. Asst. Supervisor(1)
Auto Mechanic(11)
Body Fender Worker(3)
Maintenance Mach. Supervisor(1)
Maintenance Machinist(9)

PERSONNEL & ACCOUNTS DIVISION

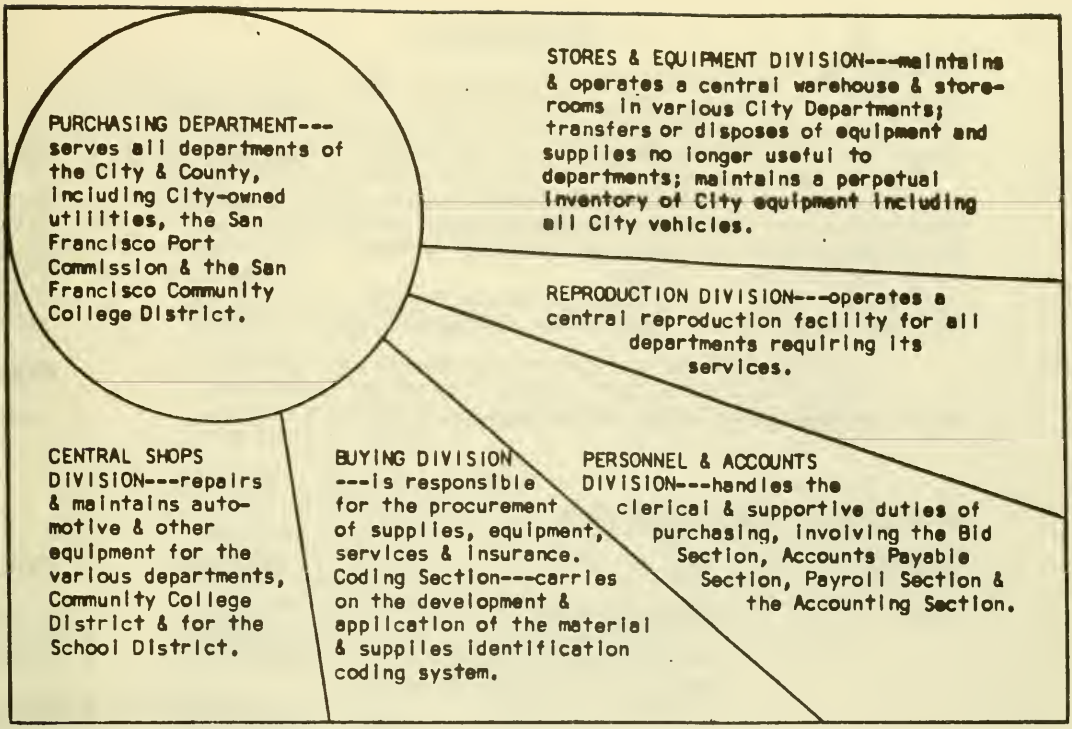
Chief Clerk(1)
Principal Clerk(1)
Sr. Accountant(1)
Payroll Clerk(1)
Sr. Clerk(1)
Sr. Clerk Typist(6)
Clerk(6)
Clerk Typist(3)

REPRODUCTION DIVISION

Blueprint & Reproduction Manager(1)
Sr. Account Clerk(1)
Photo-Lithographer(1)
Photographer(1)
Reproduction Supervisor(1)
Sr. Offset Mach. Operator(1)
Offset Mach. Operator(1)
Sr. Blueprinting Mach. Operator(1)
Blueprinting Mach. Operator(2)

STORES & EQUIPMENT DIVISION

Stores & Equipment Supervisor(1)
Asst. Stores & Equipment Supervisor(1)
Sr. Clerk Stenographer(1)
Sr. Clerk Typist(1)
Sr. Storekeeper(12)
Storekeeper(22)
Asst. Storekeeper(9)
Inventory Clerk(2)



PURCHASING DEPARTMENT:

J.C. Gavin - Director of Purchasing and Services (Department Head)

BUYING DIVISION
R. Tecco - Asst. Director of Purchasing & Services (Division Head)
G. Burket - Senior Purchaser, Specifications & Standardization
R. Erickson - Senior Purchaser, Buying Staff
J. Breslin - Senior Purchaser, San Francisco General Hospital
F. Lahaderne - Senior Purchaser, Municipal Railway

PERSONNEL & ACCOUNTS DIVISION
H. Lundie - Chief Clerk (Division Head)
R. Saizar - Principal Clerk

STORES & EQUIPMENT DIVISION
H. Gheno - Stores & Equipment Supervisor (Division Head)
K. Wilson - Stores & Equipment Assistant Supervisor (Acting)

REPRODUCTION DIVISION
E. Fundis - Blueprint & Reproduction Manager (Division Head)

CENTRAL SHOPS DIVISION
A.M. Flaherty - General Superintendent of City Shops (Division Head)
E. Franke - Assistant Superintendent of City Shops (Acting)

SEPARATIONS

RETIRED

NAME	POSITION	APPROX. YEARS OF CITY SERVICE	RETIRED
Ayer, Phyliss	Stenographic Secretary	9 yrs	8-01-78
Torre, Louis	Maintenance Machinist	14 yrs	2-14-79
Smith, Ranald D.	Automotive Service Worker	18.5 yrs	3-17-79
Small, Eva M.	Clerk	Disability	5-01-79
Lipinski, Miroslav	Automotive Service Worker	8 yrs	6-30-79
Girande, Sigmond	Maintenance Machinist	11 yrs	6-30-79
			DECEASED
Ratti, Napoleon A.	Senior Storekeeper	37 yrs	6-08-79

RECAPITULATION OF WORK ACCOMPLISHED:

DIVISION	UNIT	1977-1978	1978-1979
Buying	Purchase Orders	28,361	17,146
	Dollar Amount	$ 33,836,812	$ 28,943,235
	Term Purchase Agreements	$ 95,325,961	$ 74,965,124
	Personal & Professional Service Contracts Amount	$ 19,958,628	$ 18,761,333
	TOTAL	$149,121,401	$122,669,692
Personnel & Accounts	Bids Processed:		
	Price Quotations	6,367	3,931
	Informal Bids	2,354	1,939
	Formal Bids	364	389
	Term Contracts	130	157
	Purchase Order Discounts Earned	$ 148,902	$ 79,337.2
	Sale of City Documents	$ 20,008	6,578.0
Stores & Equipment	Surplus Sales Amount	$ 188,451	$ 327,592
	Warehouses in Operation	11	11
	Average Daily Inventory on Hand	$ 4,839,083	$ 4,391,941
Reproduction	Services Rendered Amount	246,671	$ 235,497
Central Shops	Expenditures	$ 2,677,300	$ 2,883,545
	Gasoline Dispensed (Gallons)	1,470,274	1,438,720

BUYING DIVISION

The Buying Division, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County Agencies they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I. BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

1 - Assistant Director of Purchasing and Services
Robert Tecco

4 - Senior Purchasers
Raymond F. Erickson - Buying Staff Supervisor
George F. Burket - Specifications and Standardization
James Breslin - San Francisco General Hospital
Felix Lahaderne - San Francisco Municipal Railway

7 - Purchasers
Douglas Goodspeed
Howard Phelps
Bernard Savant
Claude Webster
James Campbell
Lewis Brown
Donald Wein

2 - Purchasers (Printing)
Robert Runneals
Suzanne Stephens

These buyers procure all the materials, supplies, equipment, and services requested by all the various departments and agencies in the City and County of S.F. This group purchases well over 100,000 different items per year which range from simple supplies such as pencils to the most complex items of equipment.

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a broad commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment is also spread throughout the buying staff to prevent an overload on any particular buyer. The vast number of commodities (100,000) and the insufficient staff (9 buyers) makes it totally impossible for buyer specialization in any commodity.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The forms devised for this purpose make it easier for departments to furnish desired information for bid purposes.

4. As time is available, personnel are assigned to:

   a. Review specifications, forms, and procedures.

   b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desireable. Term contracts added during the past fiscal year, are as follows:

72550	Bumpers, Bus, Energy Absorbing	Muni Railway
88425	Formula, Nutritional	Health
88750	Pies and Cakes, Fresh	Health

5. Whenever practical, term contracts are entered into for various services and commodities that are in general use by several departments or are recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

6. Major purchases included the following:

Proposal Number	Description Department	Amount
954	Radio Equipment; Airport	38,405.00
985	Chains & Sprockets; Public Works	46,763.98
935	Electric Hilift Jack; Railway	64,570.00
109	Desk; Social Service	285,376.33
899	Street Car Track Special Work; Railway	220,633.87
997	Food Service for San Francisco County Jail; Sheriff	900,000.00
112	Cleaning Services for Candlestick Park; Rec. & Park	40,000.00
110	Conversion of Movable Stands at Candlestick Park; Rec. & Park	40,000.00
991	Compactor, Trash; Airport	51,150.00
925	Rerailing Equipment; Railway	42,788.00
114	Lifting System; Railway	42,192.00
117	Castings, Steel; Railway	25,560.00
118	Pumper, Triple Combination; Fire	79,187.00
146	Pamphlet, Prtd. Election; Registrar	88,157.00
852	Advance Design Transit Coaches; Railway	2,724,025.00
137	Contemporary Furniture; Airport	55,512.24
131	Envelopes; Various	24,501.55
124	Pile Covers & Pole Pieces; Port Commission	43,762.02
129	Jacking/Lifting Inserts; Railway	39,260.00
151	Douglas Fir, Treated; Port Commission	59,111.28
142	Truck High-Rail with Aerial Lift; Railway	44,009.42
173	Kitchen Equipment; Health-LHH	33,296.20
108	Apparatus Crash-Fire-Rescue; Airport	378,405.00
123	Radio Communication System; Electricity	43,689.49
180	Construction Belt Loader; Public Works	52,890.00
204	Receptacles, Litter; Public Works	67,710.00
209	Tractor-Loader-Backhoe; Public Works	25,377.00
186	Lathe Engine Geared, 15"; Airport	29,040.00
213	Air Breathing Equipment; Fire	40,848.00
203	Automobiles, Police Patrol; Police	461,277.00
236	Folder, File; Health-SFGH	27,720.00
218	Automobiles, 1979 Model Year; Various	175,981.71
192	Street Sweeper; Airport	41,300.00
223	Book Detection System; Library	23,763.00
227	Polymer, Cationic; Public Works	87,101.00
269	Dry Goods; Health	32,519.84
164	Truck Alignment Test Fram; Railway	39,500.00
251	Components for Light Rail Vehicles; Railway	66,240.00
231	Components for Light Rail Vehicles; Railway	24,199.24
246	Motor Truck; Various	289,772.18
256	Component for Light Rail Vehicles; Railway	41,235.06
257	Components for Light Rail Vehicles; Railway	119,987.10
232	Components for Light Rail Vehicles; Railway	205,787.83
228	Components for Light Rail Vehicles; Railway	38,332.05
224	Components for Light Rail Vehicles; Railway	519,887.10
103	Patients Lifts & Gurneys; Health	23,813.28
333	Forklift; Airport	32,770.00
305	Dry Goods; Health	70,123.80
266	Communication Center Control Console System; Police	47,584.00
258	Components for Eight Rail Vehicles; Railway	96,738.86
338	Printing Catalogue 1979/80 Edition; College	27,288.80

Proposal Number	Description Department	Amount
259	Components for Light Rail Vehicles; Railway	56,498.44
349	Furniture, Modular Office Components; College	27,843.19
306	Components for Light Rail Vehicles; Railway	96,433.00
298	Components for Light Rail Vehicles; Railway	26,555.62
289	Components for Light Rail Vehicles; Railway	190,436.26
243	Coach Tire Rental; Railway	555,000.00
226	Components for Light Rail Vehicles; Railway	440,243.00
262	Components for Light Rail Vehicles; Railway	194,881.85
259	Components for Light Rail Vehicles; Railway	56,498.44
327	Light Bars and Sirens; Purchasing	20,506.16
365	Street Sweepers, 6 Cubic Yard; Public Works	363,560.00
267	Fire Information Radio System (FIRS); Fire	656,182.38
369	Motor Trucks; Various	152,865.42
367	Locker Boxes; Rec. & Park	25,860.00
291	Slurry Machine, Truck Mounted; Public Works	37,402.20
342	Chemicals, Fire Extinguishing; Airport	34,375.00
346	Compressor Test Stand; Railway	32,640.00
380	Meter, Water; Water	33,100.00
395	Bracket, Sign Mounting; Public Works	70,200.00
392	Pipe, Galvanized, 2"; Public Works	100,006.45
364	Vehicles, 3-Wheel; Police	84,791.25
410	Motor Truck With Service Body; Public Works	36,520.00
402	Audio-Visual Equipment; Police	26,334.99
377	Blanket; Sheriff	23,448.00
405	Dump Truck With Over-The-Cab Loader; Public Works	71,045.00
434	Sign Post & Divider Bracket, Aluminum; Public Works	44,801.10
426	Polymer, Anionic; Public Works	64,350.00
376	Radio Portable, UHF/FM; Airport	23,794.00
432	Communication Cable; Railway	166,660.48
403	Truck With Aluminum Van Body; Railway	32,211.00
415	Valve Butter Fly; Water	46,955.00
435	Sewage Treatment Chain & Power Transmission Parts; Public Works	50,774.73

MUNICIPAL RAILWAY ACTIVITIES

The Senior Purchaser assigned to the Municipal Railway acts as coordinator and espediter for all purchasing functions, and as emergency buyer in critical situations.

Light Rail Vehicles

Purchase of spare parts for the subway cars (Light Rail Vehicles), initiated in late 1978 is nearing completion. The original budget allowed a total of $4,300,00 for this project. To date, $900,000 has been paid for completed deliveries, and the remaining $3,400,00 has been encumbered and purchase orders issued. All deliveries are expected to be completed within the next few months. (All figures are approximate).

Cable Car System Repairs

On September 25, 1979, the P.U.C. declared an emergency situation regarding the repair of the Cable Car system.

Since that date, the Senior Purchaser has given top priority and emergency routing for all materials and supplies requested. Tools, trucks, welding machines, etc. were furnished overnight.

Muni Metro

Inaugural service of the Muni subway, anticipated in early January 1980, has focused on Purchasing for all items and services not furnished by the prime contractor.

Major purchases have been made in the following areas

a. Signal and Communications
b. Operations
c. Facilities
d. System and Area Safety
e. Security

SAN FRANCISCO GENERAL HOSPITAL ACTIVITIES

The Senior Purchaser at San Francisco General Hospital coordinates the Purchasing function.

Primary efforts are directed at retaining consistency in the flow of medical supplies into the hospital, and at the lowest cost.

Highlights of the year included successful completion of a new I.V. Contract which, medically, accomplished an entirely new I.V. system at SFGH, and, financially, accomplished the obtaining of what are probably the lowest prices in the country for these products; successful purchasing of $200,000.00 of intricate, complicated and quality medical/surgical capital equipment and this was accomplished with minimum involvement of medical staff time from their medical duties; purchase of 2.2 million medical/surgical supply items for CPD (Central Processing Distribution) through expanded use of term contracts that resulted in better flow and lower prices on these items; also, much work has been done to structure new contracts for hospital linens and food, which will greatly improve the supply process on these items in the future.

A number of Lease Agreements for major medical equipment were executed during the year which should have a significantly favorable impact on the quality of patient care and electronic data processing capability of the hospital.

CODING SECTION:

The Coding Section commenced operations in October, 1962. It was established to furnish the City and County of San Francisco with statistical data about commodities procured by the Purchasing Department for the various City departments and to create a uniform code in all departments for ordering and inventory. The goals of the coding system were to achieve the following:

1. Computerized Inventory Control,
2. Standardization of Material & Supplies,
3. Budgetary Information,
4. Selection of Effective Ordering Quantities,
5. Information for Interdepartment Transfers of Surplus Commodities,
6. Reduction in Inventory Requirements.

A nine-digit commodity coding system was set up using standard nomenclature in general accordance with the guidelines of the Federal Supply Catalog. An example of a commodity code follows:

3 75 21 2105 EA Punch, two-hole, 2 3/4 in. span

3---the object of expenditure (O.E.), 3 designates Material & Supplies, a 4 would be used if the item was equipment;
75---represents the group number for Office Supplies & Devices;
21---indicates the class number for Office Devices & Accessories, Section #2, P to Z inclusive;
2105---specifies the item identification number for the description of Punch, two-hole, 2 3/4 in. span;
EA---is the approved unit abbreviation for Each.

61 groups and 575 classes were cataloged with a code book for each group. A Cataloging Handbook and a Codification Index were printed to aid the departments in writing requisitions for purchase orders. The booklets contained instructions on how to use the codes, a breakdown of the approved unit abbreviations, the index of materials and supplies to proper group and class, plus a catagorical listing of all the groups and classes. Publication thereof was for the purpose of supplying information to all departments so that the application and use of standard articles could be adopted throughout City and County government.

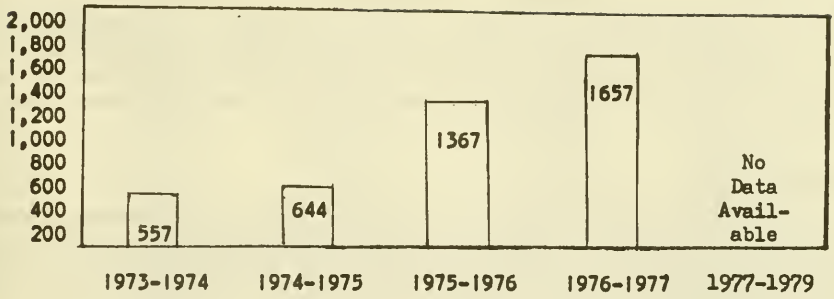
During fiscal year 1978-1979 this section was not maintained at an operational level but all requisitions for purchase orders were examined for correctness in structure, checked for coding and required procedures and distributed to the buyers. Contact with the departments was made when discrepancies were found. This resulted in considerable savings to the City in money, materials and supplies, delivery time and follow-up correspondence. However in Fiscal Year 1978-79, no personnel were available to provide this vital function even on a limited basis.

It is pointed out that the Coding Supervisor position was ill-advisedly eliminated from the Salary Ordinance by the Board of Supervisors on the recommendations of the Budget Analyst. The irony of the matter is that the position is absolutely essential to the automated PUC Inventory Control System being established through the Department of Transportation (DOT), Urban Mass Transit Act (UMTA) funding, and a study being conducted by Arthur Anderson Co., a management consultant firm. Just to update and purify the system will take months of time and is further complicated by the fact that because of retirements and transfers no person is available who has a complete working knowledge of the system.

Codes assigned	1962-1972	6,051
Bar graph	1972-1977	5,681
	Total	11,732

This total brings to date over 90,000 commodities that are coded and stocked in the Purchasing Department warehouses and storerooms. With the vast number of changes and the number of new codes assigned there is a definite need for an updated printing of the code catalogs, index and a new instruction manual in the handbook, and funds will be requested for this purpose in the forthcoming budget. (No personnel were available to the coding section for FY 77-79 thus no data is available).

NEW COMODITY CODES ASSIGNED



To reach full potential, the coding system must be fully incorporated into the City's EDP system so that the information could provide:

1. CONTROL: In the areas of expenditures and inventory, valuable data and statistics for budgeting plus personnel savings;

2. PERFORMANCE: Increased efficiency in handling orders; rapid succession in processing requisitions to vendors and all departments; needed information and data for term contracts; and

3. STANDARDIZATION: further reductions in the kinds and types of items ordered, in order to obtain higher quantity discounts.

PERSONNEL & ACCOUNTS DIVISION

Purchasing Department's Personnel and Accounts Division handles the clerical and supportive duties involved in the purchasing function.

Bid Section

This section is responsible for typing and mailing all formal and informal bids, price quotations, term contracts and the awards as directed by the Buying Division.

Bids Processed	1977-1978	1978-1979
Price Quotations	6,367	3,931
Informal Bids	2,354	1,939
Formal Bids	364	389
Term Contracts	130	157

The section also handles the clerical aspect of the traveling requisitions to purchase orders (monthly repetitive orders processed in quantity on a repeat basis); tabulation of bids (microfilmed record of all bids); extentions and additions checked on the requisitions, plus calculation of sales tax then assignment of the purchase order numbers. After the assignment of the purchase order number the order is xeroxed with seven (7) documents resulting: Vendor's copy-white, Controller's copy-blue, Purchasing's copy-green, Material Received Report-yellow and two white copies for the department, plus the Advance copy-orange for the department. The section also maintains the requisition register, vendor register and the purchase order register; handles departmental pay check distribution; and the sale of various city documents.

Payroll Section

The payroll section posts time report information to timerolls including information of time worked, vacations, leaves, overtime and similar information reflecting employee activities during a pay period. This section also provides information to employees and others on employment processes, leave problems, salaries and wages plus any other requests for information regarding departmental personnel and payroll activities.

Accounting Section

This section gathers data relative to the preparation of the Purchasing Department budget; maintains the posting of expenditures and control of the accounts and prepares reports for these accounts; compiles financial reports and tax statements; approves departmental receipts for deposit with the City Treasurer; plus varied accounting duties.

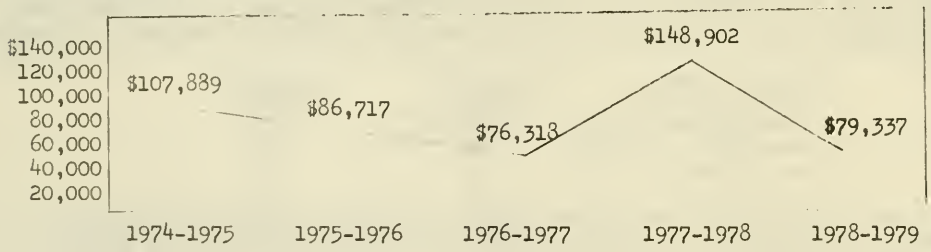
Accounts Payable Section

Purchase orders are processed for payment after receipt of the MRR (Material Received Report) from the department. The amount is verified with the invoices and packing slips received, then sent to the Controller for payment. The date is posted in the Purchase Order Register when the order is sent to the Controller's Office for payment or when a Purchase Order is cancelled.

With the implementation of the Vendor Code by the Controller's Office, it was hoped that the payments of purchase orders could have been completed more rapidly, but with the advent of a new City wide accounting system this did not happen.

The number of purchase orders to be prepared and processed is not constant, chiefly due to the fact that the requisitions do not flow into the department uniformly. Consequently, there are times when high production cannot be sustained because of diminished personnel caused by vacation, illness, unfilled positions or other conditions beyond Purchasing's control. However, continual effort is made to process the requisitions and the subsequent purchase orders with upmost speed, accuracy and efficiency.

Discounts Earned



Discounts Taken

Month	1977-1978	1978-1979
*July	$ 3,012.21	$ ---
August	7,080.45	8,354.62
September	8,675.17	4,213.64
October	5,175.34	4,569.52
November	32,468.24	13,102.41
December	8,604.73	4,456.17
January	42,696.87	11,539.13
February	5,331.25	3,987.27
March	6,742.83	5,408.08
April	8,017.05	5,032.80
May	8,163.77	3,481.42
June	12,933.61	15,192.21
	$148,901.52	$ 79,337.27

Discounts Lost

Month	1977-1978	1978-1979
*July	$ 980.11	$ ---
August	1,161.36	2,422.69
September	1,930.52	1,159.22
October	974.94	423.42
November	5,887.14	283.81
December	1,285.24	1,094.15
January	1,383.94	425.07
February	1,480.61	474.00
March	1,529.55	218.57
April	9,449.81	363.82
May	1,279.62	1,535.54
June	3,876.21	5,045.62
	$ 31,219.05	$ 13,445.91

*Due to implementation of new accounting system by City no information was made available.

REPRODUCTION DIVISION

The Reproduction Division provides centralized services to City Departments for photograph, offset lithography up to 17" x 22", automated quick printing, blueprinting, microfilming, and self service copiers. Funds are provided by Work Order.

The charges for the year totaled $235,497, a decrease of $11,000 from the year before.

A Tandem offset press was installed on lease. This press prints both sides of a sheet at once. This highly automated equipment produces reports and calendars more quickly than in the past.

The addition of a full time photographer has greatly improved the quality of essential photographic work.

Many hours were spent trying to understand the meaning and purpose of various FAMIS transactions and reports. The intermingling of prior year transactions with those of the current year made it very difficult to establish a true accounting picture.

Director of Purchasing and Services — STORES AND EQUIPMENT DIVISION

Stores and Equipment Supervisor — (61 Employees)

Assistant Stores and Equipment Supervisor

Inventory Section, Stores Section Sales Section

Sr. Clerk Stenographer
Sr. Clerk Typist
Sr. Storekeepers (12 - 2 Temporary, 1 Unfilled)
Storekeeper (27 - 4 Unfilled)
Asst. Storekeeper (9 - 1 Compensation, 3 Unfilled)
Inventory Clerk (2 - 1 Unfilled)
Asst. Storekeeper (5 CETA Temporary)
Account Clerk (CETA Temporary)
Clerk Typist (CETA Temporary)

The Purchasing Department Stores and Equipment Division operates and maintains a central warehouse and several storerooms, in various City departments. This division is responsible for the following functions:

1. Requisitioning, receiving, storing and issuing Materials, Supplies and Equipment for use of various City and County Departments.
2. Sale of surplus and obsolete City Property.
3. Equipment exchanges between departments.
4. Maintaining a perpetual inventory of all items in storeroom and warehouse stock.
5. Registering and insuring of all City vehicles and processing of accident reports for same.
6. Acquiring and distributing gasoline credit cards and vending machine permits.

The following locations, with a total storage capacity of approximately 1.9 million square feet, are staffed and operated by the Stores and Equipment Division:

DEPARTMENT	LOCATION	TYPE	INVENTORY AMOUNT
Purchasing	Central Warehouse - 15th & Harrison Sts.	Stationery	$ 23,890.92
		Janitorial	8,700.95
	Central Shops - 800 Quint St.	General	62,191.79
Public Health	S.F.G.H. - 22nd & Potrero	General	269,696.45
	L.H.H. - 7th & Dewey	General	465,245.00
Municipal Rail-Way	Wood Division	General	605,038.00
	17th & Potrero and -1- Sub Store	General	469,929.62
	Metro Center Geneva & San Jose Ave.	General	605,601.40
Water	1990 Newcomb	General	988,040.61
Hetch Hetchy	Moccasin	General	71,994.00
S.F. Intl. Airport	South San Francisco	General	66,128.61
Public Works	2323 Army St.	General	220,006.81
Electricity	901 Rankin St.	General	69,916.79
Recreation & Park	Golden Gate Park	General	48,265.83
Sheriff	Room 331, City Hall - Jail #1, #2	General	316,469.37
		TOTAL	$4,391,940.63

STORES SECTION

During fiscal year 1978-1979, this section had been adversely affected by a continuous shortage of storekeepers due to budget cuts, illness, death and injury, and primarily from an insufficiency in the staffing pattern. Changes in personnel staff:

1. Larry Ratti, Senior Storekeeper at Laguna Honda, died of cancer on June 8, 1979.

2. First woman storekeeper assigned to Hetch Hetchy, Moccasin, storeroom: Terry Farris (July 20, 1978).

3. Transfers, resignations or termination during this period:

   a. Charles Ryan, Senior Storekeeper (S.F. General Hospital)
   b. Talmadge Williams, Storekeeper (S.F. General Hospital)
   c. Phillip Wong, Assistant Storekeeper-CETA (Municipal Railway)
   d. George Tirpak, Assistant Storekeeper-CETA (Municipal Railway)
   e. Robert Kennedy, Inventory Clerk (Central Warehouse)
   f. Ralph Kennedy, Assistant Storekeeper-CETA (Municipal Railway)
   g. Fidel Opiana, Assistant Storekeeper (S.F. General Hospital)
   h. Richard Fagan, Storekeeper (Municipal Railway)
   i. Patrick McDuffie, Storekeeper (S.F. General Hospital)
   j. Jacob Friedman, Storekeeper (S.F. General Hospital)
   k. Larry Barbieri, Assistant Storekeeper (S.F. General Hospital)

INVENTORY SECTION

This section is responsible for the Equipment Inventory for all City departments. As new equipment is purchased, the information is documented and the necessary papers forwarded to the requisitioning department. If an item of equipment is lost, damaged, or stolen, the Inventory Section is notified, a follow-up investigation is made, and a report sent to the Board of Supervisors through the Director of Purchasing and Services.

Under Section 7.100 of the Charter, the Director, through the inventory section, is required to perform periodic checks of said property to update the perpetual inventory records. If carried out, this function would locate surplus property, assure that all City property was accounted for, and would locate equipment not previously recorded. This function has not been performed for many years due to insufficient personnel staffing.

This section also performs the following additional functions:

1. Assists in relocation of City offices by securing estimates from the contractor, coordinates move with contractor and department, supplies necessary materials for the move if required. Thirty-five relocations were made during the fiscal year.

2. Assists the sales section in the sale of all surplus commodities.

3. During the past fiscal year, assisted in the preparation and delivery of 362 stationery orders.

INVENTORY SECTION (continue)

4. The section, at the Police Department's request, provided this department with 6,000 numbered equipment inventory tags for the Police Department's physical equipment inventory started this year for use as needed.

5. The move of the Department of Social Services into their new building at 170 Otis Street resulted in the replacement of hundreds of office equipment items that were turned over to the Purchasing Department, Central Warehouse, as surplus. These replaced items were taken off the department's inventory, if numbered, and the new equipment received by the department (approximately 1,500 items) were numbered and added to the physical equipment inventory records. The department was provided with an updated inventory listing.

6. In 1977, the Controller's E.D.P. started to transfer the City departments' equipment inventory records from cards to tape and provided the Purchasing Department this year with complete listings of all departments' inventories now on tape records. These listings were checked against the permanent ledger sheet records maintained by the section and any difference reconciled.

7. There are 3,263 vehicles (including 223 vehicles that were purchased). Approximate dollar value: $43,350,591.00.

8. Other equipment on inventory, which does not include utilities, totaled $17,000,000.00.

SALES SECTION:

This section is responsible for the sale of all scrap and surplus City property under the provisions of section 7.100 of the City Charter. For each sale, items are listed and categorized, sales advertised, bids accepted and awards made. Receipts from sales are deposited with the City Treasurer within 24 hours. Records and correspondence pertaining to each sale is compiled by the Sales Section and recorded with the Purchasing Department general office.

In January, 1979, a term sale for miscellaneous scrap metal was set up for the calendar year and proved to be more satisfactory both as to efficiency and monetary return to the City than individual sales of miscellaneous scrap metal conducted in previous years.

Thirty-eight sales were conducted by this section. A general breakdown of the sales for the fiscal year 1978-1979 are as follows:

SALE NUMBER	DESCRIPTION	SALES AMOUNT
1266	Surplus bus parts	$ 26,741.17
1267	Bronze street lighting fixtures	7,618.00
1269	Boat - 17 Foot	330.15
1270-1291	X-Ray film	32,708.26
1271	I.B.M. Computer Devices	99,035.00
1272	Surplus Hospital beds	372.75
1273-1301-1237	Drain oil	591.67
1275-1283-1297-1298	Vehicles	51,405.97
1276-1288	Fire hose	3,382.27
1277	X-Ray Equipment	138.00
1278	Miscellaneous	255.00
1279-1245	Scrap metal	53,541.79
1280	City directories	145.91
1281	Miscellaneous	255.27
1282	Sailboat	4,926.69
1284	Empty Salad oil drums	386.00
1285	Misc. Motors, generators, fuse boxes	152.52
1287	I.B.M. 2316 Disk Pack	621.00
1289	Mechanical Filing system	781.00
1290	Used .38 cal. Brass casings	15,600.00

SALE NUMBER	DESCRIPTION	SALES AMOUNT
1292-1300	Miscellaneous used furniture	$ 6,173.67
1293	Surplus hospital equipment	1,437.00
1294	Furniture: broken and damaged	50.00
1295	Turf vacuum: Astro-Zamboni	4,809.54
1296	Motor Scootor; Drill press; Tank	203.80
1299	Electric motors	1,078.90
1303	Substation Electrical Equipment	1,000.00
1307	Electrical fixtures	336.00

OLD SALE: EXTENDED

SALE NUMBER	DESCRIPTION	SALES AMOUNT
1202	Grease and bones	$ 2,513.38
1238	I.B.M. Cards, print-out, waste	7,549.52
1234	Surplus fare-boxes	3,485.20
		$ 327,592.43

SALES OF SURPLUS EQUIPMENT AND SUPPLIES

FISCAL YEAR	AMOUNT OF SALE
1974-1975	$ 241,255.00
1975-1976	113,216.00
1976-1977	162,695.00
1977-1978	188,451.00
1978-1979	327,592.43

CENTRAL SHOPS - ANNUAL REPORT
1978 - 1979

CENTRAL SHOPS DIVISION

1978-1979 ANNUAL REPORT

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repair of City and County equipment.

In compliance the Central Shops, at 800 Quint Street, and allied facilities provide all necessary mechanical maintenance, repair and support service for all City departments and divisions (exception, Public Utilities). It is the responsibility of the Shops to inspect, appraise and make recommendations on all City owned vehicles contemplated for replacement and to aid the various departments in the writing of specifications; to receive and approve all new vehicles delivered to the City, and to outfit and prepare these vehicles for service.

By an amendment of Charter 4 of the Administrative Code, the Shops are now directly funded under Index 314 of the Annual Budget, for the purchase of automobiles and light trucks to be assigned to 79 various City departments and bureaus.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police autos and motorcycles, Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection are provided for Public Works vehicles; 19th Avenue Public Works Station.

Administration of the Shops, under the Purchaser of Supplies, is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edward A. Franke, Assistant Superintendent, temporary assignment.

The Central Shops, Quint Street operation, has four main maintenance shop areas. (1) Auto and Light Truck Shop (2) Heavy Truck and Equipment Shop (3) Fire Apparatus Shop (4) Machine Shop and the following auxiliary shops: Metalsmith, Pattern and Ladder Shop, Auto Paint, Hose, Upholstery, Body and Fender, Tire Service Station.

Along with the responsibilities for the maintenance and repair of mechanical equipment in school building, sewage plants, pumping stations, public buildings, etc., the Shops maintain 3,053 units of the City-owned automotive fleet. These vehicles and machines have a replacement value of approximately 30 million dollars.

The 1978-79 Budget approved 103 employees in the Central Shops budget.

Insufficient work orders were received to balance the shop budget and support a staff of 103. Available funding was sufficient for but 85 employees.

This shortage of budget funded employments was alleviate by Title II funding and the 25 craft employees funded by that program during the fiscal year.

CENTRAL SHOPS PROGRAM 1978-79	APPROVED SHOP BUDGET	EMP.	ACTUAL EXPENDITURE	EMP.
A) Administrative & Accounting	$ 224,631.00	7	$ 138,290.00	6
B) Equip. & Machinery- Maint. & Repair	369,325.00	13	233,852.00	9
C) Automotive Service -Lube & Fuel	840,380.00	33	681,250.00	26
D) Automotive Maint. & Repair	1,883,145.00	50	1,835,088.00	44
Approved Salary Increases	45,596.00			
Totals	$ 3,363,077.00	-103	$ 2,888,480.00	85
Work Orders Rec'd.	$ 3,066,460.00			
Budget Imbalance	($- 296,617.00)			
Title II 1978-79 Balance	$ 556,095.00		$ 535,100.00	25
		Total Exp'd.	$3,423,580.00	

FIRE APPARATUS SHOP

The Fire Shop combined with five sub-shops, namely the Ladder Shop, Paint Shop, Electric Shop, Blacksmith and Body Shop, and Upholstery Shop, maintain 191 units of apparatus and all tools, equipment and devices used in fire fighting.

This Shop is staffed low with eight Automotive Machinists, two Metalsmiths, two Painters, one Upholsterer, one Pattern Maker, and one Automotive Serviceman.

Shop supervision consists of one Auto Machinist Foreman, Ray Monti, and one Auto Machinist Sub-Foreman, Dino Ruggeri.

The Fire Shop and its sub-shops completed 1,073 job orders during the year and responded to and made 1,729 repairs and services to fire apparatus at their stations and in the streets.

Included in the total of jobs on Fire Apparatus were:

2 - Detroit Diesel Engine Overhauls

7 - major engine overhauls (gas)

198 - minor engine repairs - head gaskets, tune-ups, valve grinds, water pumps, radiators, etc.

147 - fire pump repairs, leaking gates, gauges, pump packings, water plumbing leaks, pressure, capacity change-over valves, hose reels and fittings.

5 - fire pump overhaul

5 - transmission overhauls

11 - clutch replacement

211 - brake repairs - reline, air leaks, spring brake replacement, air compressors, misc. air valves, quick release, etc.

37 - 100 foot aerial repairs, ladder locks, bent rungs, cables, pulleys, hydraulic pumps, hydraulic leaks, gauges, etc.

22 - differential and exle repairs

6 - 500 gallon water tanks - sandblast, weld and coat with rust resistant epoxy.

235 - lube, service and preventive maintenance inspections.

324 - electrical and ignition repairs

Fire Apparatus Shop

The Fire Apparatus Shop, along with routine maintenance and repair, prepared for service 2 Seagrave Aerial and 4 American La France Pumpers.

All usable parts and accesories were removed from "turned-in" time apparatus - refurnished and reused on replacement units.

Ladder and Pattern Shop

This Shop is staffed with one Pattern Maker, with one position vacant. Duties are to inspect, repair and replace any damaged ladders. If any ladders are considered unsafe they are immediately replaced by a stock ladder and the damaged one is taken to the shop for repairs and refinishing.

During the year this shop repaired or rebuilt 64 and manufactured 5 new fire ladders.

This shop also repaired and modified patterns for other departments and sub shops.

Other items made here were various size wedges, blocks, pegs, small tools, equipment boxes, gleason valve saddles, benches and other wood work for the other shops and departments.

Paint Shop

The Paint Shop is staffed with 3 Painters. They do all the painting for the Fire Department, Police Department, D.P.W. and all miscellaneous departments.

Their duties are to prepare and paint all vehicles and items made by the Pattern and Blacksmith Shops. The items are various sizes of blocks and pegs, hose bumpers, Gleason valve saddles, brackets of all types and engine parts. They also put on Fire, Police and Sheriff Department seals, stars and vehicle numbers.

Jobs completed this year by the Paint Shop consist of the following:

80 - Partial fire apparatus

8 - 500 gallon water tanks (rust resistant epoxy)

56 - ladders, scraped, sanded, oiled and varnished

161 - Police, Fire and Sheriff vehicles

48 - DPW trucks and autos

74 - Repaints - various departments

Electric Shop

This shop is staffed with 1 Automotive Machinist. His duties are to repair, rebuild or replace fuel pumps, carburetors, starters, generators, alternaters, regulators, sirens, revolving lites and all power tools such as, chain saws, metal and cement cutting saws, high intensity spot lites and electric power plants.

This year the Electric Shop completed 324 jobs.

Blacksmith Shop

This shop is staffed with 2 Metalsmiths and 1 Body and Fender Man. The responsibilities of this shop include the manufacturing of new tools and repairs of damaged tools, straightening aerial ladders and ladder rungs, weld broken machinery, weld fire engine 500 gal. water tanks, sharpen and rehandle axes, mauls and sledge hammers.

They also made 2 aerial tiller cabs, metal compartments, partitions and metal boxes. Welding for other departments is also done in this shop.

The Body and Fender worker repairs all damages to fire apparatus and high pressure trucks. During the past fiscal year the Body and Fender Shop completed 91 accident repair.

Upholstery Shop

This Shop is staffed with 1 Upholsterer. All fabric and leather items for the Fire Department, Police Department and D.P.W. is done in this shop. The upholsterer makes and installs various sizes, types and lengths of straps and belts for Gleason valve saddles, Scott air pacs, ladders, hoses, helmet, tool boxes, hose boxes, pouches and axes. This shop repairs stokes stretchers, makes covers for aerial console, upholsters seat cushions, makes gaskets and reupholsters office furniture for various departments.

Truck and Heavy Equipment Shop

This shop is staffed with 10 Automotive Machinists, 1 Metalsmith, 1 Automotive Servicers, and supervised by Arthur Chin.

The shop maintains and repairs 879 units of a wide variety of heavy duty vehicles and equipment.

Example:

Ambulances	Road Graders
Dump Trucks	Asphalt Spreaders
Eductors	Asphalt Pavers
Street Sweepers	Asphalt Rollers
Garbage Compactors	Mobil Cranes
Street Flushers	Brush Chippers
Sewer Tuggers	Tractors
Scoop Mobiles	Vans
Back Hoes	Buses

During the 1978-79 fiscal year 1,982 job orders were written.

Examples of complete work are:

Complete engine overhauls	12
Minor engine repairs	346
Brake repairs and overhauls	270
Clutch overhauls and repairs	212
Generator/alternators/electrical repair	212
Starter overhauls	140
Complete engine tune-ups	346
Road Service Calls and tows	329
Accident and body repairs	27
Blacksmith jobs	135
Transmission overhauls and repairs	151
Carburator and fuel system repairs	217
Exhaust system repair	85
Radiator and cooling system repair	107
Outfit new vehicles for service	33

Quint St. Tire Shop - Where 1,379 new tires and 962 recap tires were installed, 482 road calls made, 126 vehicle's tire's were switched and 481 tires were repaired. Two (2) Auto Servicers are assigned to this shop.

AUTO AND LIGHT TRUCK SHOP

The Auto Shop is staffed with 6 permanent Automotive Mechanics, five temporary Automotive Mechanics, three permanent Body and Fender Workers, one permanent Auto Painter and two permanent Automotive Service Workers, under the supervision of Mr. Henry Dosdorian.

The Automobile Shop is responsible for the maintenance repair, and outfitting of 1313 vehicles which include both passenger, motorcycles, and light truck to one ton capacity.

A total number of jobs completed this year was 3,569 not to include special outfitting and service of new vehicles.

A listing of completed jobs are 542 engine tune-ups with our new sun electronic engine tester and marquette exhaust emission analyzer. 949 brake jobs including the inspection and replacement as needed of the hydraulic system, and drums turned on our Ammco Drum Lathe. 156 Automatic transmissions were removed and completely overhauled while 80 were serviced and adjusted to factory specifications in the vehicle. 256 radiators were removed and repaired with inspection of the engine cooling system for proper cooling. 33 engine valve job were completed with heads resurfaced and magnifluxed for cracks. 68 standard transmissions and clutchs were overhauled. 26 engines were completely rebuilt with the inspection and repair of all accessories. 325 road service calls were made with on spot minor repairs or towed to the City Shop for major work. 776 miscellaneous repair jobs were completed for various departments. A total of 126 turn in vehicles were stripped of reusable equipment and made ready for sale.

To complete accident repairs, which number 368 for the year, and in the shortest possible time at minimum cost, parts were cannibalized from turn-ins and "totaled" vehicles.

Major projects for the year was the outfitting of 38 Police undercover vehicles and 50 Police patrol units with security partitions, hidden rear door locks, blue and red roof bars with electronic sirens and P.A. Systems. Rear plastic seats were installed for improved prisoner space. 3 Vans were modified as Police Patrols Vans with separate male and female security. 3 Sheriff vehicles were outfitted with Police security. 77 vehicles were inspected and serviced before being assigned to various departments.

19th Ave. Service Station - This station, located at 19th Ave. near Taraval St.is a garage and dispatching facility for D.P.W. machines servicing the west end of the City.

It is staffed by 1 Automotive Servicer who makes minor repairs and serviced 233 units and dispensed 66,926 gallons of fuel.

Quint St. Station - This station operates in conjuction with the main Central Shop facility - 348 vehicles were serviced and 175,854 gallons of gasoline were dispensed by one Automotive Servicers.

Army St. Station - This station is located in the D.P.W. Maintenance Yard at 2323 Army St.

It is staffed with 1 Auto Machinist and 1 Auto Servicer on the day shift and on the swing shift is operated by 1 Auto Machinist, 3 Auto Servicers and 1 Auto Supervisor II. Here vehicles are fueled, receive minor repairs and routine preventive maintenance and service.

The 1978-79 fiscal year saw the following work performed:

Combined day and night shifts:

Units of equipment serviced	1054
Miscellaneous repairs	2889
Units routed to shops for repair	158
Road Calls	201
Gallons of gasoline dispensed	309,582
Gallons of diesel fuel dispensed	10,560
Service and Inspection of mechanical Street Sweepers	199

MACHINE SHOP

The compliment of the Machine Shop consists of 6 Maintenance Machinist, one permanent position not filled, supervised by Maintenance Machinist Foreman Charles Jolly.

During the fiscal year 1978-1979 the Machine Shop performed a total of 857 jobs.

The Machine Shop also does numerous job for Public Works, Building and Grounds. These include the repairing of Fire house automatic doors, air compressors. Other jobs were completed for the Asphalt Plant, Palace of the Legion of Honor, Youth Guidance Center, General Hospital and Material testing laboratory.

The War Memorial also used the services of the Machine Shop in overhaul and repairing various pumps and mechanisms that operate the buildings. This year we have overhauled the two main vacuumps pumps in the boiler room to make them more efficient to draw the water from the new building.

The pumping station system a division of Public Works, uses the services of the Machine Shop to repair and overhaul sump and sewage pump. Included is making alterations such a universal drive line from motor to pump. In the Sea Cliff Pumping Station we installed a new sump pump, and manufactured two new shafts for the main sewage pumps. In the Marina Pumping Station we manufactured 4 new impellers and installed that on new shaft that we manufactured in our shop.

The Public School System requires the services of the Machine Shop to maintain and repair boiler room equipment such as Vacuum pump, hot water circulating pump, fans and blowers to maintain the normal heating temperature of the classrooms. The repairing of gymnasium folding doors mechanisms and windows.

The Machine Shop also maintains and repairs all machinery, power and hand tools of the Industrial Arts Sections.

We also maintain, repair boiler room equipment required to heat and ventilate the building of the San Francisco Community College. This includes buildings on other campuses throughout

the City. At the new downtown center we installed 100 television mounts for television lectures.

We also provided labor to Recreation and Park Department in repair and overhauling irrigation pumps located throughout the park system.

The Machine Shop manufacture and repair parts for the low and high pressure fire hydrants located through the City, such as spindles, King valves and nozzle gates. One Machinist is assigned to repair the Fire Department's tools and hardware carried on all fire apparatus, all types of pressure and vacuum gauges, overhauling and servicing of high pressure equalizing valve better know as the Gleason Valve. We also repair and service all types of Fire hose shut off valve and 3 way monitor and keep in repair the breathing oxygen air compressor and their related equipment.

All three sewage treatment plants require the services of (4) Maintenance Machinist on a permanent basis. They maintain and repair various equipment necessary for a 24 hour operation of these vital plants. One man is stationed at the North Point and Richmond-Sunset plant. Two men are stationed at the South East Plant. They are required to maintain the machinery of the bar rakes, sedimentation tank drive, including gears, sprockets, bearing and shaft; filtering machines; grit tanks and overhauling sand and sludge pump of various size. The repair of fans and air blowers in ventilate system.

Recreation and Park Shop

The Golden Gate Park Shop is located in the park at 3rd. Ave. and South Drive and is staffed with 4 Auto Machinists, 1 Automotive Servicer and supervised by foreman James Elliot. Additionally a Title II funded mechanic had been assigned to this facility.

This shop maintains and repairs all autos, trucks and horticultural equipment and machinery used in the Recreation and Park Department, a total of 686 units.

A total of 2,155 repair jobs were processed through the shop. A shortage of available funds reduced job completions from the previous fiscal year and created an undesirable back log of equipment needing repair.

It does not appear that the next (1979-80) fiscal year will alleviate this situation. If sufficient funds are not made available it will be necessary to selectively maintain essential equipment and defer repairs on others.

Recreation and Park Fuel Station

Dispensed: 116,670 gal. gasoline

6,962 gal. diesel

1,660 gal. lube oil

Hall of Justice Service Station

This branch of the Central Shops is located at 950 Bryant St. adjacent to the Hall of Justice. It supplies fuel and services to Police vehicles and fuel and oil to other City vehicles.

The station is operated 7 days a week from 7a.m. to midnight and is staffed with 8 Automotive Servicers, 2 Automotive Mechanics (autos), 2 Auto-Mechanics (motorcycles) and 1 Auto Mechanic Supervisor II, James Ryan. Additionally 3 temporary Auto Servicers and 1 Auto Mechanic are assigned and funded through the Title II Program.

This convenient downtown location makes this a high volume distribution point for fuel and lubricants for City vehicles.

The past year shows the following services performed:

Gasoline dispensed:

Police Department	489,522 gallons
Other Departments	280,166 gallons
Total	769,688 gallons

Oil dispensed:

Police Department	13,690 quarts
Other Departments	2,416 quarts
Total	16,106 quarts

Shop Area:

Vehicles repaired (day)	2,992
Vehicles repaired (night)	2,163
P.M. & Lube service	1,304
Tires changed	1,404
Tires repaired	532
Batteries serviced	427
Tow jobs	1,885
Brake jobs	353

Motorcycles

Serviced	362
Tires changed	380
Batteries serviced	165
M/C repairs	3,972

Motorcycle repairs and service are for the most part, exclusively performed at this station with two mechanics and one servicer. This program has permitted us to minimize down time on the police fleet of over 300 varied motorcycles at a reduced cost.

CENTRAL SHOPS
ANNUAL REPORT

DEPARTMENTAL EXPENDITURES

MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

1978-1979

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	EXPENDED
111	Adult Probation	$ 970.00	$ 1,078.00
113	Art Commission	1,700.00	1,406.00
115	Assessor	600.00	503.00
117	City Attorney	300.00	624.00
119	City Planning	1,500.00	1,358.00
121	Civil Service	600.00	358.00
123	Controller	375.00	57.00
131	Emergency Services	1,525.00	1,059.00
141	District Attorney	12,023.00	11,287.00
141.2	Family Support	3,400.00	2,894.00
145	Fire Department	495,000.00	495.000.00
145.1	Equip. & Houses	138,250.00	138,250.00
145.3	High Pressure	17,000.00	17,000.00
154	Model Cities	7,302.00	5,329.00
161	Police Department	822,881.00	729,423.00
165	Public Defender	3,000.00	2,250.00
169	Social Services	12,000.00	11,182.00
173	Sheriff	26,000.00	27,676.00
181	Supervisors	1,375.00	1,293.00
185	Probation Office	7,000.00	4,994.00
187	Log Cabin	3,000.00	3,344.00
213	Acad. Sciences	800.00	106.00
223	Coroner	2,200.00	1,872.00
231	Electricity	21,941.00	19,515.00
243	Public Administrators	300.00	160.00
245	Real Estate	485.00	90.00
255	Registrar	350.00	6.00
261	Tax Collector	500.00	126.00
265	Wgts. & Measures	2,450.00	1,076.00
311	Purchasing	1,712.00	1,686.00
413	Architecture	1,700.00	1,608.00
415	Bldg. Inspection	21,975.00	13,878.00
415.1	FACE	1,080.00	704.00
417	Bldg. Repair	39,200.00	39,180.00
417.2	Traffic Paint	12,700.00	13,188.00
422	Sanitary Engineering	7,985.00	4,113.00
421	Engineering	10,000.00	6,729.00
423	General Office	100.00	100.00
424	Personnel Adm.	900.00	277.00
426	Water Pollution	53,500.00	6,699.00
429	Sewer Repair	109,000.00	108,056.00
431	Street Clean	160,585.00	160,585.00
431.1	Broom Cores	17,600.00	17,582.00
431.3	Garageman	22,926.00	21,270.00
431.4	Auto. Mach.	76,585.00	72,048.00
513	Administration	13,859.00	3,160.00
531	Environmental Health	10,450.00	10,450.00

CENTRAL SHOPS
ANNUAL REPORT
DEPARTMENTAL EXPENDITURES

MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

1978-1979

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	EXPENDED
535	Health Centers	$ 1,100.00	$ 1,403.00
551	Emergency Hosp.	47,000.00	70,011.00
555	Laguna Honda	5,500.00	5,500.00
557	S.F. Hospital	4,750.00	9,811.00
567	Mental Health	6,950.00	6,359.00
621	De Young Museum	1,500.00	1,955.00
631	Library	3,600.00	1,929.00
651	Rec. & Park	257,500.00	256,555.00
653	Candlestick Park	3,000.00	657.00
661	S.F. Schools	54,150.00	57,191.00
669	S.F. City College	29,050.00	26,079.00
681	St. Repair	161,000.00	161,156.00
681AS	Army Street	40,438.00	35,183.00
683	Traffic Engineering	18,600.00	17,493.00
684	Road Fund	3,500.00	3,257.00
686	St. Planting	22,000.00	24,910.00
725	Airport	40,000.00	30,775.00
		$ 3,066,460.00	$ 2,883.545.00

CENTRAL SHOPS
ANNUAL REPORT

1978-1979

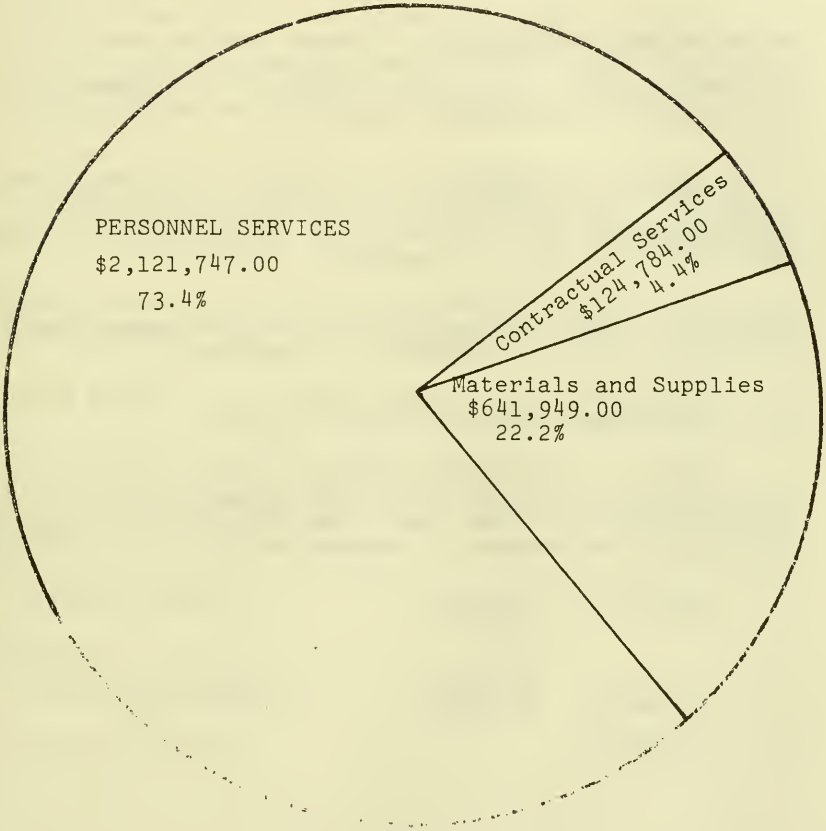
COMPARISON OF EXPENDITURES WITH AMOUNT BUDGETED

OBJECT	TITLE	BUDGETED 1978-1979	EXPENDED 1978-1979
0010	Salaries-Miscellaneous	$ 209,802.00	$ 141,982.00
0030	Salaries - Craft	1,822,919.00	1,475,909.00
0102	Overtime - Craft	7,200.00	7,132.00
0122	Holiday - Craft	3,300.00	4,112.00
0200	Craft - Temporary	35,000.00	35,000.00
0060	Mandatory Fringe Benefits	526,340.00	457,612.00
1200	Contractual Services	197,218.00	124,784.00
1300	Materials and Supplies	561,233.00	641,884.00
1440	Membership Dues	65.00	65.00
		$ 3,363,077.00	$ 2,888,480.00

Amount Budgeted	$ 3,363,077.00
Work Orders Received	3,066,460.00
Deficit	$ 296,617.00*

* This deficit was due to lack of sufficient funds received from the various City Departments, and as a result we were unable to fill numerous vacancies which were approved in our budget.

HOW CENTRAL SHOPS EXPENDED WORK ORDER FUNDS
1978-79 FISCAL YEAR



1978-79 GRAND TOTAL WORK ORDERS EXPENDED	$ 2,888,480.00
1977-78 COMPARISON	$ 3,029,180.00

TITLE II PROGRAM

This program, funded by the Local Public Works Act, Title II Antirecession Fiscal Assistance was of great benefit to the City and County of San Francisco.

During the 1978-79 Fiscal Year 10,070 jobs were completed by 25 employees at a cost of $535,100.00

All City departments serviced by the Central Shops received assistance in the maintenance and service of their automotive fleet. One of the most satisfying aspects of the program was our ability to rejuvenate a great number of older vehicles thereby lengthening their "in service" life.

The Title II Program also funded a much needed modernization of our accounting and information system. Our previous system was designed as an accounting tool to maintain required checks and balances.

The newly developed ACAR System is an accounting and management system that will widen our data base, providing for both fiscal and management information.

The program was developed during the 1978-79 fiscal year and became operational July 1, 1979.

There is a sufficient balance in the Title II Account to carry the ACAR Project and its implementation into a portion of the next fiscal year. The maintenance and repair portion of the program is expended and will not be renewed.

CENTRAL SHOPS
TITLE II
YEAR ENDING JUNE 30, 1979

Amount Received:		
Firm System Budget	$ 888,038.00	
Reserved	(160,000.00)	$ 728,038.00
Amount Expended:		
As of June 30, 1978	$ 149,500.36	
Year Ending June 30, 1979	535,100.14	(684,600.50)
Amount Encumbered:		
Muni Work Order No. 7-2622	$ 16,856.00	(16,856.00)
Amount Reserved:		
Retroactive Pay	$ 5,585.90	(5,585.90)
Balance as of June 30, 1979		$ 20,995.60

Number of Jobs Completed 10,070

PROJECT "ACAR"

Amount Received:		
Firm System Budget	$ 50,000.00	$ 50,000,00
Amount Expended:		
As of June 30, 1978	$ 10,245.89	
Year Ending June 30, 1979	20,275.11	(30,521.00)
Balance as of June 30, 1979		$ 19,479.00

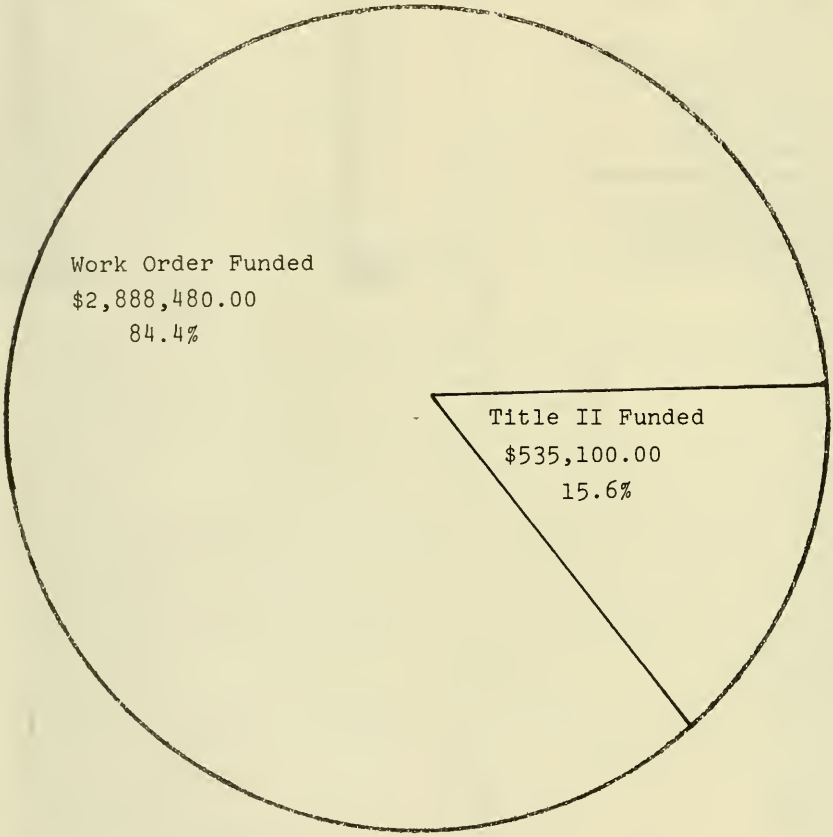
CENTRAL SHOPS
TITLE II
DEPARTMENTAL EXPENDITURES
YEAR ENDING JUNE 30, 1979

DEPT. NO.	DEPARTMENT	NUMBER OF JOBS	TOTAL COST
111	Adult Probation	5	$ 119.64
113	Art Commission	17	1,590.77
115	Assessor	3	146.42
117	City Attorney	---	26.60
119	City Planning	5	424.19
121	Civil Service	2	75.56
123	Controller	2	20.58
131	Emergency Services	3	166.19
141	District Attorney	37	2,369.10
141.2	Family Support	29	1,398.38
145	Fire Department	387	31,952.57
151	Mayor	2	14.22
154	Model Cities	31	1,896.13
161	Police	6,163	124,147.40
165	Public Defender	18	1,048.32
169	Social Services	76	3,892.91
173	Sheriff	96	10,801.63
181	Supervisors	3	660.24
185	Probation Office	24	1,677.12
187	Log Cabin	6	676.76
188	Hidden Valley	---	29.05
221	CAO	1	20.59
223	Coroner	3	293.38
231	Electricity	81	7,280.06
243	Public Administrator	1	2.84
245	Real Estate	3	64.19
261	Tax Collector	1	20.59
265	Weights and Measures	7	439.02
311	Purchasing	10	432.86
312	Central Shops	30	160,501.36
314	Central Shops	26	4,368.76
413	Architecture	11	600.63
415	Building Inspection	59	3,216.31
415.1	FACE	4	211.66
417	Building Repair	187	12,337.46
417.2	Traffic Painting	34	2,621.26
421	Engineering	53	2,682.84
422	Sanitary Engineering	14	697.61
424	Personnel Administration	7	293.69
426	Water Pollution Control	43	4,414.06
429	Sewer Repair	142	9,868.88
431	Street Cleaning	349	24,479.10
513	DPH Administration	16	2,358.50
531	Environmental Health	33	2,545.86
535	Health Centers	5	550.73
551	Emergency Hospitals	88	10,613.05
555	Laguna Honda	17	1,222.40
557	General Hospital	38	1,796.93

CENTRAL SHOPS
TITLE II
DEPARTMENTAL EXPENDITURES
YEAR ENDING JUNE 30, 1979

DEPT. NO.	DEPARTMENT	NUMBER OF JOBS	TOTAL COST
567	Mental Health	24	$ 2,375.20
621	Fine Arts Museum	5	340.54
631	Library	12	340.01
651	Recreation and Park	477	23,396.34
661	School District	72	5,297.76
669	City College	40	6,533.41
681	Street Repair	308	25,972.26
681AS	Army Street	730	6,343.84
683	Traffic Engineering	69	5,052.23
684	Road Fund	23	1,623,91
686	Street Planting	65	7,739.17
	Miscellaneous	73	13,017.07
		10,070	$ 535,100.14

TOTAL 1978-79 SHOP EXPENDITURES FOR MAINTENANCE AND REPAIRS
WORK ORDER FUNDS AND TITLE II FUNDS



WORK ORDER FUNDS	$ 2,888,480.00
TITLE II FUNDS	535,100.00
TOTAL FUNDS	$ 3,423,580.00

GASOLINE STATIONS

The Central Shops is the major gasoline dispensing facility for City vehicles and motorized equipment.

This fuel is purchased by the Central Shops with work order funds provided by the operating departments.

It is then dispensed, at cost, to these departments vehicles at our three major stations.

Detailed records are maintained of the bulk purchases and the many separate "sales" of the fuel by vehicle and department.

Departments receive monthly "print outs" of their purchases detailing the vehicle number, gallons purchased, cost, vehicle mileage, etc.

Fuel is "sold" from our pumps at about 25% less than posted street prices. The spiralling cost of this product is however of grave concern as we observe a 35% increase in our wholesale price in the six month period of January 1 thru June 30, 1979.

It is encouraging to note that City employee operators of trucks and autos have conserved fuel, using 31,557 gallons less that the previous year.

	1977-78	1978-79
Hall of Justice Station	790,858	769,688
Quint St. Station	175,300	175,854
Army St. Station	289,457	309,582
19th Ave. Station	71,790	66,926
*Rec. & Park Station	142,869	116,670
	1,470,274 gal.	1,438,720 gal.

*Note:
Rec. and Park Station is operated exclusively for and fuel is purchased directly by that department. The substantial decrease in gallons pumped can be attributed to conservation and purchase of "No Lead" fuels from our other stations. The Recreation and Park Station has no Unleaded gasoline storage.

CENTRAL SHOP

ANNUAL REPORT

GASOLINE EXPENDITURES

1978-1979

DEPT. No.	DEPARTMENT	WORK ORDERS RECEIVED	EXTENDED
111	Adult Probation	$ 1,300.00	$ 1,130.00
113	[illegible] Commission	1,000.00	1,943.00
115	Assessor	50.00	125.00
117	City Attorney	50.00	75.00
119	City Planning	960.00	841.00
12[illegible]	Civil Service	50.00	5[illegible].00
12[illegible]	Controller	400.00	7[illegible].00
131	Emergency Services	1,270.00	1,241.00
141	District Attorney	11,820.00	12,184.00
141.[illegible]	Family Support	4,200.00	[illegible],688.00
149	Fire Department	720.00	745.00
151	Mayor	500.00	274.00
154	Model Cities	11,631.00	10,048.00
161	Police Department	265,800.00	264,484.00
165	Public Defender	3,700.00	3,086.00
169	Social Services	10,712.00	10,153.00
173	Sheriff	17,850.00	17,952.00
181	Supervisors	450.00	413.00
185	Probation Office	2,500.00	3,548.00
187	Log Cabin	650.00	457.00
213	Academy of Sciences	800.00	1,324.00
221	Chief Administrative Officer	400.00	595.00
223	Coroner	2,600.00	1,758.00
231	Electricity	15,500.00	16,708.00
243	Public Admin.	1,100.00	891.00
245	Real Estate	175.00	186.00
255	Registrar	950.00	779.00
261	Tax Collector	300.00	304.00
265	Wgts. & Measures	1,700.00	1,797.00
311	Purchasing	1,441.00	1,514.00
312	Central Shops	6,000.00	6,976.00
413	Architecture	1,200.00	1,968.00
415	Bldg. Inspection	22,500.00	13,492.00
417	Bldg. Repair	22,600.00	28,507.00
417.2	Traffic Paint	4,400.00	4,589.00
421	Engineering	7,200.00	7,640.00
423	Gen'l. Office	238.00	270.00
424	Personnel Adm.	715.00	763.00
422	Sanitary Eng.	6,738.00	5,115.00
426	Sewage Treat.	10,000.00	9,119.00
429	Sewer Repair	33,000.00	34,220.00
431	Street Cleaning	77,000.00	85,145.00
513	Administration	1,500.00	2,321.00
531	Food & Sanit.	3,300.00	5,392.00
535	Health Centers	500.00	411.00
551	Emergency Hospitals	36,000.00	35,311.00
555	Laguna Honda	200.00	204.00
557	S.F. Hospital	6,500.00	10,080.00
567	Mental Health	4,570.00	5,676.00
621	Fine Arts Museum	1,050.00	946.00

CENTRAL SHOPS
ANNUAL REPORT

GASOLINE EXPENDITURES
1978-1979

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	EXPENDED
631	Library	$ 3,220.00	$ 3,216.00
651	Rec. & Park	12,000.00	10,606.00
661	School District	20,000.00	23,271.00
669	City College	1,500.00	1,469.00
681	St. Repair	45,500.00	54,527.00
683	Traffic Engineering	13,050.00	13,386.00
684	Road Fund	3,120.00	3,361.00
686	St. Planting	16,270.00	17,498.00
415.1	FACE	1,400.00	1,479.00
735	MUNI	7,500.00	8,261.00
755	HETCH HETCHY	1,900.00	1,936.00
775	Port Commission	500.00	32.00
		$ 732,756.00	$ 753,556.00

CONCLUSION

The Central Shops 1978-79 (312) Budget of $3,363,077.00 was funded by Work Orders in the amount of $3,066,460.00

Thus the Shops operated through the 1978-79 fiscal year with a deficit balance of $296,617.00.

The result of this imbalance, coupled with a deficit balance in the previous fiscal year forced the shops to operate with 18 employees less than our normal staff.

This was accomplished by leaving unfilled those positions vacated through retirements.

The negative result of this reduction in staff is that a relative reduction in essential maintenance and support services takes place on a fleet that shows no reduction in numbers or demand for maintenance.

Only through the 535,100 dollars expended in labor and material from Title II funding were we able to provide an acceptable level of maintenance to the departments we service.

The policy of underfunding municipal maintenance and specifically the Central Shops, continues into the 1979-80 fiscal year.

The unhappy reality of the 1979-80 year is that there will be no Title II funds to bail us out.

Proper maintenance of City owned equipment and facilities, though not without demands on City funding, is far more cost effective than permitting the substantial capital investment to deteriorate prematurely and to lose the productivity of labor depending on the use of the machinery.

Though the Work Order system of funding provides for certain operational advantages these are negated when work order transfers fail to balance the approved shop budget.

We recommend that in the 1980-81 fiscal year the shops be directly funded with the flexibility of expending, within budgeted limits, in a manner most adventageous to the whole fleet rather than having to constantly balance over eighty separate accounts and to base work performed, not on the need but, on how much remains in the specific departments maintenance and repair account.

ANNUAL REPORT

FISCAL YEAR
1979 - 1980

City and County
of
San Francisco

Purchasing Department

- BUYING DIVISION
- PERSONNEL & ACCOUNTS DIVISION
- STORES & EQUIPMENT DIVISION
- REPRODUCTION DIVISION
- CENTRAL SHOPS DIVISION

JOSEPH C. GAVIN

DIRECTOR OF PURCHASING AND SUPPLIES

October 15, 1980

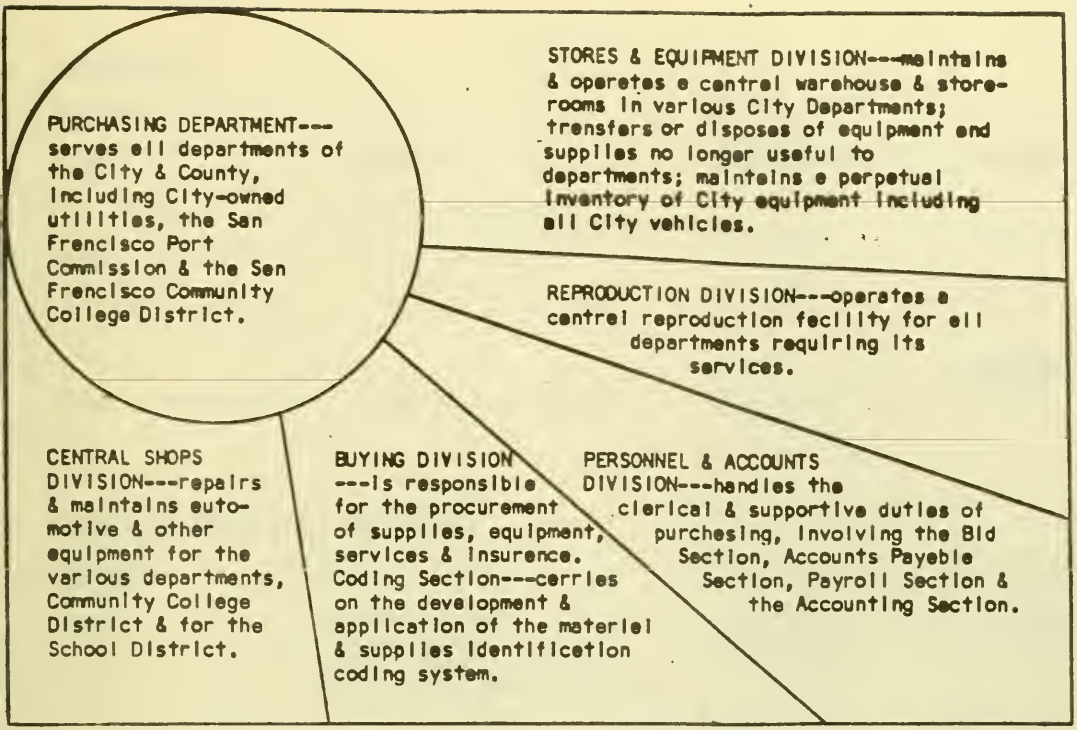
Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Boas:

The Annual Report of the Purchasing Department for the fiscal year ending June 30, 1980, is submitted herewith in accordance with the provisions of Section 3.501 of the Charter of the City and County of San Francisco.

Very truly yours,

JOSEPH C. GAVIN
Director of Purchasing and Services



PURCHASING DEPARTMENT:

J.C. Gavin - Director of Purchasing and Services (Department Head)

BUYING DIVISION
R. Tecco - Asst. Director of Purchasing & Services (Division Head)
G. Burket - Senior Purchaser, Specifications & Standardization
R. Erickson - Senior Purchaser, Buying Staff
J. Breslin - Senior Purchaser, San Francisco General Hospital
F. Lahaderne - Senior Purchaser, Municipal Railway

PERSONNEL & ACCOUNTS DIVISION
H. Lundie - Chief Clerk (Division Head)
R. Saizar - Principal Clerk

STORES & EQUIPMENT DIVISION
H. Gheno - Stores & Equipment Supervisor (Division Head)
K. Wilson - Stores & Equipment Assistant Supervisor (Acting)

REPRODUCTION DIVISION
E. Fundis - Blueprint & Reproduction Manager (Division Head)

CENTRAL SHOPS DIVISION
A.M. Flaherty - General Superintendent of City Shops (Division Head)
E. Franke - Assistant Superintendent of City Shops (Acting)

SEPARATIONS

RETIRED NAME	POSITION	APPROX. YEARS OF CITY SERVICE	RETIRED
Mir, Rene J.	7315 Auto Machinist Asst. Supervisor	20 years	7-21-79
Mont, Raymond A.	7254 Auto Machinist Supervisor I	22 years	8-1-79
Schreiber, Reinhold	Photo-Lithographer	6 years	8-1-79
			DECEASED
Trance, Remingio C.	Senior Storekeeper	13 years	12-15-79

RECAPITULATION OF WORK ACCOMPLISHED:

DIVISION	UNIT	1978-1979	1979-1980
Buying	Purchase Orders	17,146	16,998
	Dollar Amount	$ 28,943,235	$ 27,774,480
	Term Purchase Agreements	$ 74,965,124	$ 78,243,395
	Personal & Professional Service Contracts Amount	$ 18,761,333	$ 39,630,855
	TOTAL	$122,669,692	$145,648,730
Personnel & Accounts	Bids Processed:		
	Price Quotations	3,931	3,906
	Informal Bids	1,939	2,337
	Formal Bids	389	269
	Term Contracts	157	149
	Purchase Order Discounts Earned	$ 79,337.27	$ 72,702.55
	Sale of City Documents	$ 6,578.00	6,552.28
Stores & Equipment	Surplus Sales Amount	$327,592	$ 300,330.04
	Warehouses in Operation	11	16
	Average Daily Inventory on Hand	$ 4,391,941	$4,810,633.20
Reproduction	Services Rendered Amount	$ 235,497	$ 223,000
Central Shops	Expenditures	$ 2,883,545	$3,595,667
	Gasoline Dispensed (Gallons)	309,582	287,049

BUYING DIVISION

The Buying Division, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County Agencies they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I. BUYING - BIDS AND AWARDS

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

1 - Assistant Director of Purchasing and Services
Robert Tecco

4 - Senior Purchasers
Raymond F. Erickson - Buying Staff Supervisor
George F. Burket - Specifications and Standardization
James Breslin - San Francisco General Hospital
Felix Lahaderne - San Francisco Municipal Railway

7 - Purchasers
Douglas Goodspeed
Howard Phelps
Bernard Savant
Claude Webster
Joseph Sealy
Donald Wein

2 - Purchasers (Printing)
Robert Runneals
Suzanne Stephens

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a broad commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment is also spread throughout the buying staff to prevent an overload on any particular buyer. The vast number of commodities (100,000) and the insufficient staff (9 buyers) makes it totally impossible for buyer specialization in any commodity.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The forms devised for this purpose make it easier for departments to furnish desired information for bid purposes.

4. As time is available, personnel are assigned to:

   a. Review specifications, forms, and procedures.

   b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desireable. Term contracts added during the past fiscal year, are as follows:

83640	Janitorial Services & Window Washing	Health
83690	Janitorial Services & Window Washing	Health
66315	Sodium Hypochlorite	Public Works
66315B	Sodium Bisulphite	Public Works
97950	Mailing Health Service Statements	Health
76475	Lumber Transport Services	Port
66450	Sedimentation Tank Skimming Removal	Public Works

5. Whenever practical, term contracts are entered into for various services and commodities that are in general use by several departments or are recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

CODING SECTION:

The Coding Section commenced operations in October, 1962. It was established to furnish the City and County of San Francisco with statistical data about commodities procured by the Purchasing Department for the various City departments and to create a uniform code in all departments for ordering and inventory. The goals of the coding system were to achieve the following:

1. Computerized Inventory Control
2. Standardization of Material & Supplies
3. Budgetary Information
4. Selection of Effective Ordering Quantities
5. Information for Interdepartment Transfers of Surplus Commodities
6. Reduction in Inventory Requirements.

In 1979-80, the City's Material and Equipment Coding and nomenclature system was eliminated when the position of Coding Supervisor, Class 1948, was deleted from the Purchasing budget.

For three years prior to fiscal year 1979-80, the coding supervisor position was vacant due to retirement of the incumbent who had accumulated maximum vacation and sick leave benefits and to subsequent budget cuts by the Board of Supervisors. However, an attempt was made to keep the system partly operational through the use of temporary help because it was felt that this function greatly enhanced the existing manual system by providing a definitive code and nomenclature identification to any item in the system and was to be the key to the installation of an automated purchasing system.

In fiscal year 1979-80, on the recommendation of the Budget Analyst of the Board of Supervisors, funding for the position of Coding Supervisor was denied and the position eliminated. The resultant effect was the loss of a very valuable and essential tool needed to maintain the integrity of the present system, but absolutely essential for the modernization of a City wide procurement and inventory control system.

The fact that the City had spent more than ten years and tens of thousands of dollars in developing such an outstanding commodity code system received little, if any consideration when it was decided to defund the activity. The value of the system is evident by the fact that it has been put into use by public agencies nationwide. To indicate the degree of deterioration of the system since elimination of the position, one needs only to look at the quality of the "requisitions for purchase order" received from the departments. Items ordered by the departments without commodity codes (or verifiable codes) cannot be properly identified, causing the buying staff to spend valuable purchasing time on item identification.

Two major departments are initiating automated inventory control and purchasing systems, but it doesn't appear prudent to initiate these systems without a similar capability in the central purchasing system. All systems would rely on the commodity code for a data base.

Had the total purchasing and inventory control system, based on the commodity code, been in effect these many years, both the Office of the Mayor and the Board of Supervisor would have had at their finger tips the exact expenditures for all City departments for the total costs of supplies and equipment for any given period.

In view of the foregoing, it is recommended that the position of 1948 Coding Supervisor be reestablished and funded.

PERSONNEL & ACCOUNTS DIVISION

Purchasing Department's Personnel and Accounts Division handles the clerical and supportive duties involved in the purchasing function.

Bid Section

This section is responsible for typing and mailing all formal and informal bids, price quotations, term contracts and the awards as directed by the Buying Division. The section also handles the clerical aspect of the traveling requisitions to purchase orders (monthly repetitive orders processed in quantity on a repeat basis); tabulation of bids (microfilmed record of all bids); extentions and additions checked on the requisitions, plus calculation of sales tax then assignment of the purchase order numbers. After the assignment of the purchase order number the order is xeroxed with seven (7) documents resulting: Vendor's copy-white, Controller's copy-blue, Purchasing's copy-green, Material Received Report-yellow and two white copies for the department, plus the Advance copy-orange for the department. The section also maintains the requisition register, vendor register and the purchase order register; handles departmental pay check distribution; and the sale of various city documents.

Payroll Section

The payroll section posts time report information to timerolls including information of time worked, vacations, leaves, overtime and similar information reflecting employee activities during a pay period. This section also provides information to employees and others on employment processes, leave problems, salaries and wages plus any other requests for information regarding departmental personnel and payroll activities.

Accounting Section

This section gathers data relative to the preparation of the Purchasing Department budget; maintains the posting of expenditures and control of the accounts and prepares reports for these accounts; compiles financial reports and tax statements; approves departmental receipts for deposit with the City Treasurer; plus varied accounting duties.

Accounts Payable Section

Purchase orders are processed for payment after receipt of the MRR (Material Received Report) from the department. The amount is verified with the invoices and packing slips received, then sent to the Controller for payment. The date is posted in the Purchase Order Register when the order is sent to the Controller's Office for payment or when a Purchase Order is cancelled.

With the implementation of the Vendor Code by the Controller's Office, it was hoped that the payments of purchase orders could have been completed more rapidly, but with the advent of a new City wide accounting system this did not happen.

The number of purchase orders to be prepared and processed is not constant, chiefly due to the fact that the requisitions do not flow into the department uniformly. Consequently, there are times when high production cannot be sustained because of diminished personnel caused by vacation, illness, unfilled positions or other conditions beyond Purchasing's control. However, continual effort is made to process the requisitions and the subsequent purchase orders with upmost speed, accuracy and efficiency.

Discounts Taken

Month	1978-1979	1979-1980
*July	$ ---	$ 7,596.21
August	8,354.62	4,324.76
September	4,213.64	5,262.20
October	4,569.52	,625.79
November	13,102.41	6,389 11
December	4,456.17	3,538 11
January	11,539.13	7,101.34
February	3,987.27	6,355.95
March	5,408.08	7,298.39
April	5,032.80	6,981.75
May	3,481.42	5,792.17
June	15,192.21	6,436.77
	$ 79,337.27	$ 72,702.55

Discounts Lost

Month	1978 1979	1979-1980
*July	$ - -	$ 5,045.62
August	2 22.69	2,029.01
September	1, 59.22	857.99
October	423.42	1,397.69
November	283.81	552.49
December	1 094.15	438.20
January	425.07	1,615.07
February	474.00	1,240.61
March	218.57	1,983.65
April	63.82	714.46
May	1,535.54	673.49
June	,045.62	1,283.97
	$ 1 ,445.91	$ 17,832.25

*Due to implementation of new accounting system by City no information was made available.

REPRODUCTION DIVISION

The Reproduction Bureau provides centralized service to Cit Departments: Ammonia printing (for architectural drawings), photograph , offset printing (up to 17 x 22 inches), microfilming and prints (18" x 24") from microfilm, and self service copiers. We also provide copies of maps to the public.

Expenditures of $223,000 were matched by charges to the departments, and revenue from the public.

Director of Purchasing and Services

Stores and Equipment Supervisor

Assistant Stores and Equipment Supervisor

Inventory, Stores and Sales Section

Senior Clerk Stenographer
Senior Clerk Typist
Senior Storekeepers (12 - 3 Temporary, 2 Unfilled)
Storekeepers (27 - 3 Temporary, 3 Unfilled)
Assistant Storekeepers (9 - 1 Unfilled, 3 Positions /TX to Inventory Clerk with 2 filled and 1 unfilled /2 CETA Temporary)
Inventory Clerks (2 - 1 Temporary)
Account Clerk (CETA - Temporary)
Clerk (4 CETA Temporary with 1 on 4-4 Program)

The Purchasing Department, Stores and Equipment Bureau, operates and maintains a Central Warehouse and several storerooms in various City departments. This Bureau is responsible for the following functions:

1. Requisitioning, receiving, storing and issuing Materiel, Supplies and Equipment for use of various City and County departments.

2. Sale of surplus and obsolete City property.

3. Equipment exchanges between departments.

4. Maintaining a perpetual inventory of all items in storeroom and warehouse stock.

5. Registering of all City vehicles and processing of accident reports for same; and distribution of traffic tickets to City departments.

6. Acquiring and distributing gasoline credit cards and vending machine permits.

The following locations, with a total storage capacity of approximately 1.9 million square feet, are staffed and operated by the Stores and Equipment Bureau:

DEPARTMENT	LOCATION	TYPE	INVENTORY AMOUNT
Purchasing	Central Warehouse	Stationery	$ 28,085.97
	15th and Harrison	Janitorial for Fire Department	$ 5,458.22
	Central Shop 800 Quint Street	General	$ 61,297.48
Public Health	1) S.F. General Hospita 22nd and Potrero	General	$ 369,440.54
	2) Laguna Honda Hospital 7th and Dewey	General	$ 650,587.01
Muni Railway	1) Wood Division 17th and Potrero	General	$ 924,657.97*
	2) Kirkland Division (Sub-Store)	General	$ 27,174.89*
	3) Metro Center Geneva/San Jose Ave.	General	$ 547,840.88*

DEPARTMENT	LOCATION	TYPE	INVENTORY AMOUNT
Muni Railway (Continue)	4) Potrero Division 17th Street	General	$ 430,978.89*
	5) Presidio Division (Sub-Store)	General	$ 78,844.77
Water	1990 Newcomb	Regular Stock	$ 806,970.36
		Meters	$ 93,704.73
Hetch Hetchy	Moccasin	General	$ 82,947.01
Int'l Airport	South San Francisco	General	$ 67,283.21
Public Works	2323 Army Street	General	$ 192,702.06
Electricity	901 Rankin Street	General	$ 70,257.58
Recreation & Park	Golden Gate Park	General	$ 93,942.00
Sheriff	City Hall, Room 331	General	$ 278,459.63
	Jail #1, #2	TOTAL:	$4,810,633.20

*Amounts of non-coded items are not included on inventory: Muni-Woods - value unknown; Muni-Kirkland - $5,000; Muni-Metro - $1,750,000 LRV parts; Muni-Potrero - $3,000 Trolley Coach Parts.

STORES SECTION - GENERAL

During the fiscal year 1979-1980, this section had been adversely affected by a continuous shortage of storekeepers due to budget cuts, illness, death and injury, and primarily from an insufficiency in the staffing pattern. Changes in personnel staff:

1. Remigio Trance, Senior Storekeeper at Central Warehouse, died on December 15, 1979.

2. Transfers, resignations, retirement, layed off or termination during this period:

   a. Randy Gheno, Inventory Clerk (Central Warehouse)
   b. William Cleasant, Junior Clerk Trainee - CETA (Central Warehouse)
   c. Charles Reed, Junior Clerk Trainee - CETA (Recreation and Park)
   d. Michael Avila, Storekeeper (Muni-Woods)
   e. Thomas Soja, Storekeeper (Muni-Metro)
   f. Rudolfo Cruz, Junior Clerk Trainee - CETA (Muni-Woods)
   g. Herbert Chatmon, Assistant Storekeeper (S.F. General Hospital)
   h. Cedric Smith, Clerk Typist - CETA (Muni-Woods)
   i. Robert Harris, Assistant Storekeeper - CETA (S.F. General Hospital)
   j. Terry Farris, Storekeeper (Water Department)
   k. Susan Southam, Junior Clerk Trainee - CETA (S.F. General Hospital)

CENTRAL WAREHOUSE - STORES DIVISION

1. Provides storage space for materiel, supplies and equipment for:

   a. Mayor's Employment and Training - typewriters, office furniture, equipment, etc.

   b. Public Administrator - possessions of deceased persons.

   c. Controller's Department - FIRM Accounting Forms (free).

   d. D.P.W. - pipe, sheet metal, plywood, paint, tires, etc.

   e. Fire Department - janitorial supplies.

   f. S.F. General Hospital - canned food and new equipment.

   g. Purchasing, Main Office - xerox paper, Charters and other forms.

   h. Art Commission - $100,000 W.P.A. Diorama of San Francisco.

   i. Temporary storage space for other departments when needed.

2. Provides storage space for replaced equipment, such as desks, chairs, furnitures, until re-issued to City departments or sold.

3. Provides space for motorcycles being sold (for security and convenience).

4. Accumulates scrap metal, I.B.M. cards, x-ray film, and other materiel for continuous sales or term sales.

5. Provides standard stationery items for all City departments; receiving, storing, and issuing Controller's forms on an "as needed" basis and delivers items to City Hall departments.

6. Provides back-up personnel to relieve other storerooms due to vacations, extended sick leaves, etc.

7. Assists in preparing materiel and equipment for sale and to show prospective bidders during inspection days that are held at the Central Warehouse.

8. Provides overnight storage for Purchasing Department's sedans and trucks.

9. Provides on the second floor, office space, vault, room for closed files, and other needed space for use of the Bureau of Stores and Equipment of the Purchasing Department and its personnel.

INVENTORY SECTION

This section is responsible for the equipment inventory for all City departments. As new equipment is purchased, the information is documented and the necessary papers forwarded to the requisitioning department with equipment decals to be placed on the new equipment. A perpetual equipment inventory for most City departments is maintained on magnetic tape records in the Controller's E.D.P. section, and runs are provided for the departments when requested. If an item of equipment is lost, damaged, or stolen, the Inventory Section is notified, a follow-up investigation is made, and a report sent to the Board of Supervisors from the Director of Purchasing and Services, through the Chief Administrative Officer, to obtain permission to take the item off the department's perpetual equipment records.

Under Section 7.100 of the Charter, the Director, through the Inventory Section, is required to perform periodic checks of said property to update the perpetual inventory records. If carried out, this function would locate surplus property, assure that all City property was accounted for, and would locate equipment not previously recorded. This function has not been performed for many years, due to insufficient personnel staffing. However, during the past year, storekeeping personnel from Central Warehouse took a physical inventory of the San Francisco Wastewater Program, assigned equipment inventory decals to the property so that a separate perpetual equipment inventory may be established for this division of the Public Works Department.

This section also performs the following additional functions:

1. Assists in relocation of City offices by securing estimates from the contractor, coordinates move with contractor and department; supplies necessary materiel for the move if required.

2. Assists the Sales Section in the sale of all surplus commodities.

3. During the past fiscal year, assisted in the preparation and delivery of 443 stationery orders, for the City departments.

4. There are 1,891 vehicles (including 406 vehicles that were purchased and 25 new Grummon Flexible Coaches purchased by the Municipal Railway). The dollar value is $35,330.933.68.

5. Other equipment on inventory, which does not include utilities, totaled $17,000,000.00.

SALES SECTION

This section is responsible for the sale of all scrap and surplus City property under the provisions of Section 7.100 of the City Charter. For each sale, items are listed and categorized, sales advertised, bids accepted and awards made. Receipts from sales are deposited with the City treasurer within 24 hours. Records and correspondence pertaining to each sale is compiled by the Sales Section and recorded with the Purchasing Department's general office.

In September, 1979, a term sale for X-Ray Film was set up for the calendar year and proved to be more satisfactory both as to efficiency and monetary return to the City than individual sales of x-ray film conducted in previous years.

Forty-three sales were conducted by this section. A general breakdown of the sales for the fiscal year 1979-1980 are as follows:

SALE NUMBER	DESCRIPTION	SALES REVENUE
1245-1325	Scrap Metal - Iron (Term Sale)	$ 37,350.75
1301	Drain Oil (Term Sale)	$ 9,204.41
1303	Substation Electrical Equipment	$ 10,014.98
1304	Miscellaneous - Safes, EDP Bursters, Electrical Files	$ 385.00
1305-1336	Surplus Streetcars	$ 290.00
1306-1314 1318-1323	Surplus Vehicles	$ 45,205.19
1307	Electrical Fixtures	$ 336.00
1308	Miscellaneous Shop Equipment	$ 1,196.25
1309	Obsolete Rail Bending Machine	$ 186.38
1310-1326	Miscellaneous Furniture and Equipment	$ 975.37
1311	Wooden Glass Office Structure	$ 40.00
1234-1312	Surplus Fareboxes	$ 2,813.68
1313	Forklift and Wayne Street Sweepers	$ 4,089.89
1315	Steam Turbines	$ 1,000.00
1316-1321	Miscellaneous IBM and Electronic Equipment	$ 2,270.89
1317	Automatic Voting Machines	$ 11,797.10
1319	Paper Cutter	$ 1,850.00
1284-1320	55-Gal. Metal Oil Drum (Term Sale)	$ 1,194.00
1324-1324-A	Parking Meter Housing	$ 3,518.05

SALE NUMBER	DESCRIPTION	SALES REVENUE
1327	Salvaged Scrap	Canceled
1328-1337	Motorcycles/Vehicles	$ 53,417.56
1329	Hospital Beds and Laundry Tubs	$ 840.00
1330	Metal Screen	$ 3.18
1331	McLaughlin Brass Y-Shaped Fire Hose Nozzles	$ 618.17
1332-1341	Miscellaneous Equipment	$ 2,368.98
1333	Dry Ice Storage Cabinet	Canceled
1334	Vacuum Impregnator	Canceled
1338	Law Books	$ 54.00
1339	Hospital Medical Equipment	$ 575.89
1340	Miscellaneous Hospital Equipment	$ 800.00
1343	Brick Wall-Geneva Substation	(Forwarded to Real Estate Dep

EXTENSION OF SALES CONTRACT:

SALE NUMBER	DESCRIPTION	SALES REVENUE
1202	Grease and Bones	$ 2,412.62
1238-1302	IBM Cards, Printouts and Waste Paper	$ 7,432.33
1291-1322	X-Ray Films	$ 98,089.37

SALES OF SURPLUS EQUIPMENT AND SUPPLIES:

FISCAL YEAR	SALES REVENUE
1974-1975	$241,255.00
1975-1976	$113,216.00
1976-1977	$162,695.00
1977-1978	$188,451.00
1978-1979	$327,625.43
1979-1980	$300,330.04

CENTRAL SHOPS - ANNUAL REPORT
1979 - 1980

PURCHASING DEPARTMENT

CENTRAL SHOPS DIVISION

1979-1980 ANNUAL REPORT

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repair of City and County equipment.

In compliance the Central Shops, at 800 Quint Street, and allied facilities provide all necessary mechanical maintenance, repair and support service for all City departments and divisions (exception, Public Utilities). It is the responsibility of the Shops to inspect, appraise and make recommendations on all City owned vehicles contemplated for replacement and to aid the various departments in the writing of specifications; to receive and approve all new vehicles delivered to the City, and to outfit and prepare these vehicles for service.

By an amendment of Charter 4 of the Administrative Code, the Shops are now directly funded under Index 314 of the Annual Budget, for the purchase of automobiles and light trucks to be assigned to 79 various City departments and bureaus.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police autos and motorcycles, Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection are provided for Public Works vehicles; 19th Avenue Public Works Station.

All shop funding is through Interdepartmental Work Orders. This method provides that funds approved in an operating departments budget for a specific service be appropriated, by means of a Work Order to the department performing that service. The performing department is then responsible for administrating the funds and providing the operating department services within the fund limitation.

Administration of the Shops, under the Purchaser of Supplies, is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edward A. Franke, Assistant Superintendent, temporary assignment.

The Central Shops, Quint Street operation, has four main maintenance shop areas. (1) Auto and Light Truck Shop (2) Heavy Truck and Equipment Shop (3) Fire Apparatus Shop (4) Machine Shop and the following auxiliary shops; Metalsmith, Pattern and Ladder Shop, Auto Paint, Hose, Upholstery, Body and Fender, Tire Service Station.

Along with the responsibilities for the maintenance and repair of mechanical equipment in school building, sewage plants, pumping stations, public buildings, etc., the Shop maintain 3126 units of the City-owned automotive fleet. These vehicles and machines have a replacement value of approximately 30 million dollars.

The 1979-80 Budget approved 103 employees in the Central Shops Budget.

CENTRAL SHOPS

WORK PROGRAM EXPENDITURES

1979-1980

PROGRAM	APPROVED SHOP BUDGET	EMP.	ACTUAL EXPENDITURE	EMP.
A) Administrative & Accounting	$ 222,394	8	$ 192,968	7
B) Equip. & Machinery Maint. and Repair	378,632	12	377,079	11
C) Automotive Service Lube and Fuel	741,235	29	664,555	26
D) Automotive Maint. and Repair	2,099,883	54	2,323,080	51
Totals	$ 3,442,144	103	$ 3,557,682*	95
Title II 1979-80			$ 37,985	
	Total Expended		$ 3,595,667	

* Total Work Orders received totaled $3,729,045

FIRE APPARATUS SHOP

The Fire Shop combined with five sub-shops, namely the Ladder Shop, Paint Shop, Electric Shop, Blacksmith and Body Shop, and Upholstery Shop, maintain 187 units of apparatus and all tools, equipment and devices used in fire fighting.

This Shop is staffed low with eight Automotive Machinists, two Metalsmiths, two Painters, one Upholsterer, one Pattern Maker, and one Automotive Serviceman.

Shop supervision consists of one Auto Machinist Sub-Foreman, Dino Ruggeri.

The Fire Shop and its sub-shops completed 1207 job orders during the year and responded to and made 1,940 repairs and services to fire apparatus at their stations and in the streets.

Included in the total jobs on Fire Apparatus were:

31 - Detroit Diesel Engine Overhauls

61 - major engine overhauls (gas)

183 - minor engine repairs - head gaskets, tune-ups, valve grinds, water pumps, radiators, etc.

42 - small engine and powered equipment repairs

153 - fire pump repairs, leaking gates, gauges, pump packings, water plumbing leaks, pressure, capacity change-over valves, hose reels and fittings

79 - chassis repairs

4 - fire pump overhaul

4 - transmission overhauls

13 - clutch replacement

246 - brake repairs - reline, air leaks, spring brake replacement, air compressors, misc. air valves, quick release, etc.

41 - 100 feet aerial repairs, ladder locks, bent rungs, cables, pulleys, hydraulic pumps, hydraulic leaks, gauges, etc.

9 - differential and axle repairs

5 - 500 gallon water tanks - sandblast, weld and coat with rust resistant epoxy.

226 - lube, service and preventive maintenance inspections.

304 - electrical and ignition repairs

Fire Apparatus Shop

The Fire Apparatus Shop, along with routine maintenance and repair, prepared for service one new 100 Aerial and one Muni Metro Emergency Rescue Truck.

Ladder and Pattern Shop

This Shop is staffed with two Pattern Makers, duties are to inspect, repair and replace any damaged ladders. If any ladders are considered unsafe they are immediately replaced by a stock ladder and the damaged one is taken to the shop for repairs and refinishing.

During the year this shop repaired or rebuilt 108 and manufactured 9 new fire ladders.

This shop also repaired and modified patterns for other departments and sub shops.

Other items made here were various size wedges, blocks, pegs, small tools, equipment boxes, gleason valve saddles, benches and wood work for the other shops and departments.

Paint Shop

The Paint Shop is staffed with 3 Painters. They do all the painting for the Fire Department, Police Department, D.P.W. and all miscellaneous departments.

Their duties are to prepare and paint all vehicles and items made by the Pattern and Blacksmith Shops. The items are various sizes of blocks and pegs, hose bumpers, Gleason valve saddles, brackets of all types and engine parts. They also install all seals, logos, vehicle numbers on new, replaced or refinished vehicles.

Jobs completed this year by the Paint Shop consist of the following:

92 - Partial fire apparatus

5 - 500 gallon water tanks (rust resistant epoxy)

75 - ladders, scraped, sanded, oiled and varnished

178 - Police, Fire and Sheriff vehicles

53 - DPW trucks and autos

62 - Repaints - various departments

Electric Shop

This shop is staffed with 1 Automotive Machinist. His duties are to repair, rebuild or replace fuel pumps, carburators, starters, generators, alternators, regulators, sirens, revolving lites and all power tools such as, chain saws, metal and cement cutting saws, high intensity spot lites and electric power plants.

This year the Electric Shop completed 343 jobs.

Blacksmith Shop

This shop is staffed with 2 Metalsmiths and 1 Body and Fender Man. The responsibilities of this shop include the manufacturing of new tools and repairs of damaged tools, straightening aerial ladders and ladder rungs, weld broken machinery, weld fire engine 500 gal. water tanks, sharpen and rehandle axes, mauls and sledge hammers.

They made 1 aerial tiller cab, metal compartments, partitions and metal boxes. Welding for other departments is also done in this shop.

The Body and Fender Worker repairs all damages to fire apparatus and high pressure trucks. During the past fiscal year the Body and Fender Shop completed 87 accident repair.

Upholstery Shop

This Shop is staffed with 1 Upholsterer. All fabric and leather items for the Fire Department, Police Department and D.P.W. is done in this shop. The upholsterer makes and installs various sizes, types and lengths of straps and belts for Gleason valve saddles, Scott air pacs, ladders, hoses, helmet, tool boxes, hose boxes, pouches and axes. This shop repairs stokes stretchers, makes canvas carry bags, upholsters seat cushions, makes gaskets and reupholsters office furniture for various departments.

Truck and Heavy Equipment Shop

This shop is staffed with 10 Automotive Machinists, 1 Metalsmith, 1 Automotive Servicers, and supervised by Arthur Chin.

The shop maintains and repairs 679 units of a wide variety of heavy duty vehicles and equipment.

Example:

Ambulances	Road Graders
Dump Trucks	Asphalt Spreaders
Eductors	Asphalt Pavers
Street Sweepers	Asphalt Rollers
Garbage Compactors	Mobil Cranes
Street Flushers	Brush Chippers
Sewer Tuggers	Tractors
Scoop Mobiles	Vans
Back Hoes	Buses

During the 1979-80 fiscal year 2,142 job orders were written.

Examples of complete work are:

Complete engine overhauls	14
Minor engine repairs	186
Brake repairs and overhauls	240
Clutch overhauls and repairs	118
Generator/alternators/electrical repair	762
Front/rear suspension and drive repairs	156
Complete engine tune-ups	230
Road service calls and tows	342
Accident and body repairs	32
Blacksmith jobs	186
Transmission overhauls and repairs	160
Carburator and fuel system repairs	176
Exhaust system repair	68
Radiator and cooling system repair	127
Outfit new vehicles for service	27
Hydraulic systems repairs	144
Compressor, pump and mounted equipment repairs	392

Quint St. Tire Shop - Where 1693 new tires and 915 recap tires were installed, 612 road calls made, 110 vehicle's tire's were switched and 684 tires were repaired. Two (2) Auto Servicers are assigned to this shop.

AUTO AND LIGHT TRUCK SHOP

The Auto Shop is staffed with five (5) permanent Automotive Mechanics, six (6) temporary Automotive Mechanics, three (3) Body and Fender Workers, one (1) Auto Painter and two (2) Automotive Service Workers, under the supervision of Mr. Henry Dosdorian.

The Automobile Shop is responsible for the maintenance repair, and outfitting of 1313 vehicles which include both passenger cars and light truck to one ton capacity.

A total number of jobs completed this year was 3,569 not to include special outfitting and service of new vehicles.

A listing of completed jobs are 440 engine tune-ups with our electronic engine tester and exhaust emission analyzer. 767 brake jobs including the inspection and replacement as needed of the hydraulic system, and drums turned. 127 Automatic transmissions were removed and completely overhauled while 88 were serviced and adjusted to factory specifications in the vehicle. 183 radiators were removed and repaired with inspection of the engine cooling system for proper cooling. 66 engine valve job were completed with heads resurfaced and magnifluxed for cracks. 51 standard transmissions and clutches were overhauled. 10 engines were completely rebuilt with the inspection and repair of all accessories. 286 road service calls were made with on spot minor repairs or towed to the City Shop for major work. 983 miscellaneous repair jobs were completed for various departments. A total of 94 turn in vehicles were stripped of reusable equipment and made ready for sale.

To complete accident repairs, which total 281 for the year, in the shortest possible time at minimum cost, parts were cannibalized from turn-ins and "totaled" vehicles.

Major projects for the year was the outfitting of 20 Police undercover vehicles and 31 Police patrol units with security partitions, hidden rear door locks, blue and red roof bars with electronic sirens and P.A. Systems.

Fire Department autos were outfitted with five (5) emergency response equipment.

19th Ave. Service Station - This station, located at 19th Ave. near Taraval St. is a garage and dispatching facility for D.P.W. machines supporting the Street Planting Division.

It is staffed by 1 Automotive Servicer, four hours daily, who makes minor repairs and serviced 45 units and dispensed 30,105 gallons of fuel.

Quint St. Station - This station operates in conjuction with the main Central Shop facility - 1140 vehicles were serviced and 192,863 gallons of gasoline were dispensed by one Automotive Servicer.

Army St. Station - This station is located in the D.P.W. Maintenance Yard at 2323 Army St.

It is staffed with 1 Auto Machinist and 1 Auto Servicer on the day shift and on the swing shift is operated by 1 Auto Machinist, 3 Auto Servicers and 1 Auto Supervisor II. Here vehicles are fueled, receive minor repairs and routine preventive maintenance and service.

The 1979-80 fiscal year saw the following work performed:

Combined day and night shifts:

Units of equipment serviced	1140
Miscellaneous repairs	3082
Units routed to shops for repair	216
Road calls	304
Gallons of gasoline dispensed	287,049
Gallons of diesel fuel dispensed	11,563
Service and Inspection of mechanical street sweepers	301

MACHINE SHOP -

The Machine Shop division is responsible for the maintenance and repair of fixed machinery and mechanical devices in City buildings and installations.

The complement of this shop consists of nine (9) 7332 Maintenance Machinists (one position unfilled) supervised by Foreman Charles Jolly.

Four of the shop craftsmen are assigned full time to the three Water Pollution Control plants. Here they maintain and repair heavy machinery pumps, blowers, sedament tank and filtering machinery.

Four hundred and ninety (490) major plant, repair jobs were completed during the year.

The remaining staff are assigned to pumping station repair, irrigation pump repair and maintenance. Public School maintenance of building machinery and Industrial Arts tools and equipment.

The Fire Department receives service in the inspection and repair of fire hose, tools and equipment, hydrant parts, fire house door raising mechanisms and etc.

The War Memorial, Opera House, County Jail buildings and San Francisco Community College rely on the expertise of the Machine Shop to maintain and repair their major machines, many of which no longer have parts availability and require the shop craftsmen to design and fabricate replacements.

805 major jobs were completed by this group during the past fiscal year.

RECREATION AND PARK SHOP

The Golden Gate Park Shop is located in the park at 3rd. Ave. and South Drive and is staffed with 4 Auto Machinists, 1 Automotive Servicer and supervised by foreman James Elliot.

This shop maintains and repairs all autos, trucks and horticultural equipment and machinery used in the Recreation and Park Department, a total of 717 units.

A total of 1,791 repair jobs were processed through the shop. A shortage of available funds reduced job completions from the previous fiscal year and created an undesirable back log of equipment needing repair.

Recreation and Park Fuel Station

Dispensed:	106,000	gal. gasoline
	4,521	gal. diesel
	1,420	gal. lube oil

As a means of increasing productivity the Recreation and Park Departments becomes more and more mechanized. In turn this increases the demand for maintenance and repair service.

Unfortunately shop funding and manpower has not kept pace with the additional machinery acquired, nor has a program been developed to replace the old, worn out units that have been in operation for long years.

The result of this is a backlog of equipment awaiting repair along with an inadequate preventive maintenance program.

The fuel storage capacity of this facility is minimal, resulting in a 10% higher cost per gallon of gasoline than would be paid if larger storage tanks were installed. In a two year period the larger capacity tanks would pay for themselves in cost savings.

HALL OF JUSTICE SERVICE STATION

This branch of the Central Shops is located at 950 Bryant St. adjacent to the Hall of Justice. It supplies fuel and services to Police vehicles and fuel and oil to other City vehicles.

The station is operated 7 days a week from 7 a.m. to midnight and is staffed with 8 Automotive Servicers, 2 Automotive Mechanics (autos), 2 Auto-Mechanics (motorcycles) and 1 Auto Mechanic Supervisor II, James Ryan.

This convenient downtown location makes this a high volume distribution point for fuel and lubricants for City vehicles.

The past year shows the following services performed:

Gasoline Dispensed:

Police Department	433,802 gallons
Other Departments	297,417 gallons
Total	731,219 gallons

Oil Dispensed:

Police Department	12,400 quarts
Other Departments	1,720 quarts
Total	14,120 quarts

Shop Area:

Vehicles repaired (day)	3,027
Vehicles repaired (night)	2,643
P.M. & Lube service	1,521
Tires changed	1,380
Tires repaired	631
Batteries serviced	501
Tow jobs	2,003
Brake jobs	426

Motorcycles:

Serviced	490
Tires changed	386
Batteries serviced	190
M/C repairs	4,860

Motorcycle repairs and service are for the most part, exclusively performed at this station with two mechanics and one servicer.

Police motorcycles now total 302 various type units - An additional 43 parking control units are on order for October 1980 delivery.

The motorcycle maintenance facility, an area of 12 X 23 feet, is far too small to effectively perform the required service and repair.

The Hall of Justice Service Station, was designed and built on a small lot, one block west of the Hall of Justice, when the Police Automotive fleet was half its present size. Recognizing the potential growth of the Police fleet the Purchasing Department acquired an adjourning building vacated by the State of California, Division of Highways.

Before the Central Shops could move its motorcycle repairs into this suitable facility the Probation and Sheriffs departments appropriated the building as an adjunct to the County jail.

We have now reached a critical point where the congestion in and around the station has become counter productive for both Central Shops and Police personnel.

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT

PER IBM INVENTORY RUN AS OF JUNE 30, 1980

DEPT. NO	DEPARTMENT	NO. OF VEHICLES
111	Adult Probation	8
113	Art Commission	5
115	Assessor	2
117	City Attorney	1
119	City Planning	2
121	Civil Service Commission	1
123	Controller	1
131	Emergency Services	5
141	District Attorney	33
145	Fire Department	245
154	Community Development	14
161	Police Department - Autos and Trucks	476
161	Police Department - Motorcycles	302
165	Public Defender	9
169	Social Services	43
173	Sheriff	59
181	Board of Supervisors	1
185	Juvenile Court	21
187	Log Cabin	8
213	California Academy of Sciences	6
221	Chief Administrative Officer	1
223	Coroner	7
231	Dept. of Electricity	45
243	Public Administrator	3
245	Real Estate	1
247	Civic Auditorium	4
255	Registrar of Voters	2
261	Tax Collector	2
265	Weights and Measures	9
311	Purchasing - Main Office	7
312	Purchasing - Central Shops	31
	Department of Public Works	
413	Architecture	8
415	Bldg. Inspection	45
415.1	R.A.P. Program	6
417	Bldg. Repair	126
417.2	Traffic Painting	22
421	Engineering	24
422	Sanitary Engineering	7
423	General Office	1
424	Personnel Admn.	2
426	Water Pollution Control	26
427	Sewage Treatment	7
429	Sewer Repair	120
431	Street Cleaning	150

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT

PER IBM INVENTORY RUN AS OF JUNE 30, 1980

DEPT. NO	DEPARTMENT	NO. OF VEHICLES
	Public Health Department	
513	Administration	11
531	Food and Sanitary Inspection	29
535	Health Centers	4
551	Emergency Hospitals	18
555	Laguna Honda Hospital	12
557	S.F. General Hospital	27
567	Mental Health	10
621	Fine Arts Museums	3
631	Public Library	7
651	Rec. and Park - General	195
651-S	Rec. and Park - Non-Auto	540
653	Candlestick Park	11
661	S.F. Unified School District	87
669	City College	50
	Department of Public Works	
681	DPW - Street Repair	111
683	Bureau of Engineering	54
684	Road Fund	11
686	DPW - Tree Planting	48
	GRAND TOTAL	3,126

CENTRAL SHOPS

WORK PROGRAM EXPENDITURES

1979-1980

PROGRAM	APPROVED SHOP BUDGET	EMP.	ACTUAL EXPENDITURE	EMP.
A) Administrative & Accounting	$ 222,394	8	$ 192,968	7
B) Equip. & Machinery Maint. and Repair	378,632	12	347,079	11
C) Automotive Service Lube and Fuel	741,235	29	664,555	26
D) Automotive Maint. and Repair	2,099,883	54	2,353,080	51
Totals	$ 3,442,144	103	$ 3,557,682*	95
Title II 1979-80			$ 37,985	2
	Total Expended		$ 3,595,667	

* Total Work Orders received totaled $3,729,045

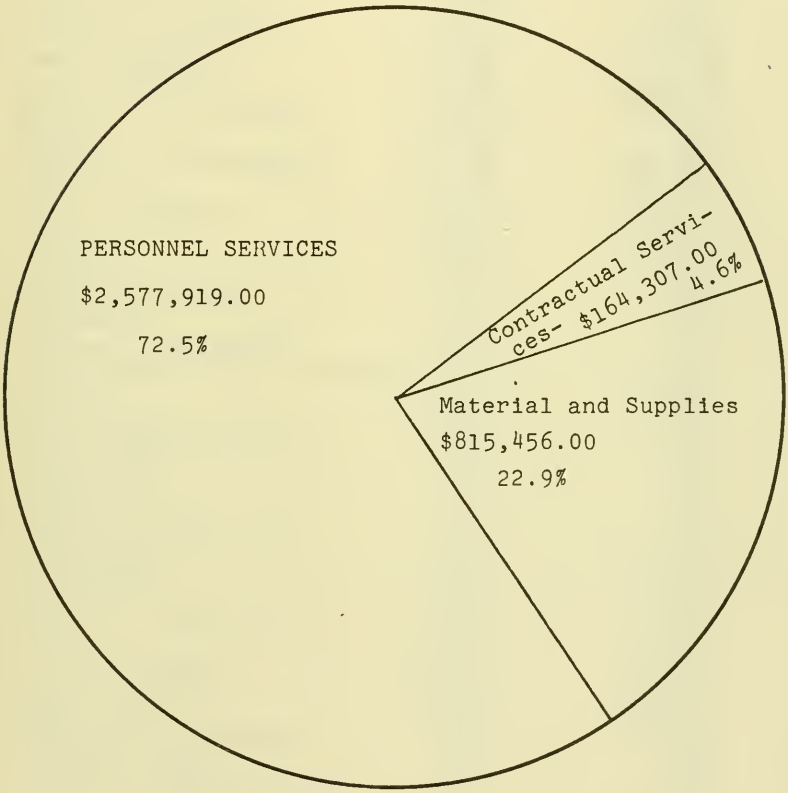
CENTRAL SHOPS
OBJECT EXPENDITURES
1979-1980

OBJECT	TITLE	BUDGETED	EXPENDED
0010	Salaries - Miscellaneous	$ 228,065	$ 177,568
0030	Salaries - Craft	1,868,813	1,806,083
0102	Overtime - Craft	5,976	11,852
0122	Holiday - Craft	2,739	2,404
0200	Craft - Temporary	29,050	33,750
0060	Mandatory Fringe Benefits	663,599	546,262
1200	Contractual Services	103,116	152,807
1300	Materials and Supplies	523,307	815,391
1440	Membership Dues	65	65
3182	Facilities Maintenance	17,414	11,500
		$ 3,442,144	$ 3,557,682

Total Work Orders Received	$ 3,729,045
Total Expended	(3,557,682
Unexpended Balance	$ 171,363

HOW CENTRAL SHOPS EXPENDED WORK ORDER FUNDS

1979-80 FISCAL YEAR



1979-80	Total Work Orders Expended	$ 3,557,682.00
	Title II Expended	37,985.00
		$ 3,595,667.00
1978-79	Comparison	
	Work Orders Expended	$ 3,029,180.00
	Title II Expended	535,100.00
		$ 3,564,280.00

CENTRAL SHOPS

AUTO REPAIR
1979-1980

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	WORK ORDERS EXPENDED	BALANCE
111	Adult Probation	$ 2,983	$ 2,876	$ 107
113	Art Commission	3,819	3,762	57
115	Assessor	857	796	61
117	City Attorney	1,939	1,939	-o-
119	City Planning	1,500	928	572
121	Civil Service	319	210	109
123	Controller	150	9	141
131	Emergency Services	1,143	1,296	(153)
141	District Attorney	19,328	17,409	1,919
141.2	Family Support	3,303	3,242	61
145	Fire Department	612,038	597,284	14,754
145.1	Equipment and Houses	53,290	61,596	(8,306)
151	Mayor	425	188	237
154	Community Development	13,080	11,515	1,565
161	Police	898,762	884,066	14,696
165	Public Defender	4,000	3,821	179
169	Social Services	15,647	14,133	1,514
173	Sheriff	33,804	36,080	(2,276)
181	Supervisors	200	145	55
185	Probation Office	10,706	9,042	1,664
187	Log Cabin	2,874	1,902	972
213	Academy of Sciences	1,064	83	981
221	Chief Administrative Officer	1,250	1,037	213
223	Coroner	2,342	2,333	9
231	Electricity	28,600	25,494	3,106
243	Public Administrator	959	956	3
245	Real Estate	516	-o-	516
255	Registrar	1,064	941	123
261	Tax Collector	410	241	169
265	Weights and Measures	2,395	2,022	373
311	Purchasing	1,490	1,282	208
413	Architecture	3,012	2,435	577
415	Building Inspection	21,893	18,957	2,936
415.1	FACE	2,188	1,365	823
417	Building Repair	68,753	66,809	1,944
417.2	Traffic Painting	20,216	22,475	(2,259)
421	Engineering	12,700	11,852	848
422	Sanitary Engineering	5,800	3,127	2,673
423	General Office	907	692	215
424	Personnel Administration	2,129	868	1,261
426	Water Pollution Control	65,396	21,101	44,295
427	Industrial Waste	3,880	3,379	501
429	Sewer Repair	70,251	98,674	(28,423)
431	Street Cleaning	347,798	367,466	(19,668)
513	DPH Administration	7,343	6,350	993
531	Environmental Health	6,782	7,592	(810)
535	Health Centers	1,852	1,411	441
551	Emergency Hospitals	87,672	89,507	(1,835)
555	Laguna Honda	8,000	7,485	515
557	General Hospital	14,286	15,330	(1,044)

Central Shops

Auto Repair
1979-1980

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	WORK ORDERS EXPENDED	BALANCE
567	Mental Health	$ 9,812	$ 6,326	$ 3,486
621	Fine Arts Museum	2,529	2,694	(165)
631	Library	5,959	5,746	213
651	Recreation and Park	277,075	279,833	(2,758)
653	Candlestick Park	3,193	1,575	1,618
661	School District	43,000	39,386	3,614
669	Community College	43,896	33,523	10,373
681	Street Repair	205,123	193,692	11,431
683	Traffic Engineering	31,603	32,889	(1,286)
684	Road Fund	3,500	4,000	(500)
686	Tree Planting	26,311	23,230	3,081
725	Airport	53,221	30,765	22,456
735	Muni Railway	18,000	15,570	2,430
	Police-Fire Vehicle Outfitting	110,563	77,871	32,692
	SUB TOTAL	$ 3,304,900	$ 3,180,603	$ 124,297
	Equipment & Machinery Maintenance and Repair			
145.1	Equipment & Houses	$ 116,710	$ 116,710	$ ---o---
145.3	High Pressure	15,000	15,441	(441)
	Public Works, Schools, City College, etc.	$ 292,435	$ 244,928	$ 47,507
	SUB TOTAL	$ 424,145	$ 377,079	$ 47,066
	TOTAL	$ 3,729,045	$ 3,557,682	$ 171,363

CENTRAL SHOPS FUEL STATIONS

The 1979-80 fiscal year again saw the City and the Central Shops automotive fuel stations operating under a strict U.S. Department of Energy gasoline allocation of 1,280,902 gallons.

Prudent usage along with an influx of compact four cylinder autos into the fleet reduced our consumption for the year to 1,241,236 gallons from the previous years 1,322,050 gallons.

The purchase price of fuel continued to rise with eleven (11) price increases posted for the year.

Cost of gasoline rose from an average 69.5¢ per gallon to $1.004 for a 44.4% increase in price.

For the entire year gasoline averaged .896¢ per gallon.

Fuel dispensed by Station 1979-80:

Station 2 - Army St. (DPW) Station	287,049 gal.
Station 3 - Quint St. Station	192,863 gal.
Station 4 - 19th Ave. Station	30,105 gal.
Station 6 - Hall of Justice Station	731,219 gal.
	1,241,236 gal.

The ACAR reporting system now provides us with precise information and control of fuel purchased and dispensed.

Monthly and semi annual reports are generated for both Shop and Departmental use detailing fuel transactions.

Included in these computer runs are:

Vehicle number - Date of transaction - Dispensing Station Fuel type - Fuel Gallons - Fuel Cost - Oil type- Oil Quarts,- Oil Cost - Vehicle Mileage - Total Cost - Average Miles per Gallon.

The Recreation and Park fuel facility dispensed 106,000 gallons of gasoline.

This fuel is purchased directly by the Recreation and Park department, storage capacity is minimal and its use is restricted to that departments motorized equipment.

CENTRAL SHOPS
GASOLINE
1979 - 1980

DEPT. NO.	DEPARTMENT	FUNDS RECEIVED	FUNDED EXPENDED	FUNDS BALANCE	FUEL IN GALLONS
111	Adult Probation	$ 1,900	$ 2,254	$ (354)	2,419
113	Art Commission	2,500	1,797	703	2,025
115	Assessor	800	609	191	661
117	City Attorney	50	37	13	73
119	City Planning	1,157	1,167	(10)	1,300
121	Civil Service	100	29	71	32
123	Controller	300	332	(32)	364
131	Emergency Services	1,825	1,817	8	1,997
141	District Attorney	18,050	15,461	2,589	17,999
141.2	Family Support	3,200	2,849	351	3,331
145	Fire Department	900	990	(90)	534
151	Mayor	2,000	1,695	305	1,702
154	Community Development	15,839	14,123	1,716	16,077
161	Police	383,000	393,612	(10,612)	433,802
165	Public Defender	4,000	4,490	(490)	4,903
169	Social Services	19,959	18,413	1,546	20,384
173	Sheriff	24,000	25,090	(1,090)	27,712
181	Supervisors	200	255	(55)	281
185	Probation Office	5,300	5,509	(209)	6,081
187	Log Cabin	500	384	116	449
213	Academy of Sciences	1,750	2,034	(284)	2,263
221	CAO	1,300	1,229	71	1,377
223	Coroner	2,500	2,682	(182)	2,926
231	Electricity	24,474	23,080	1,394	25,804
243	Public Administrator	1,400	1,479	(79)	1,633
245	Real Estate	305	280	25	309
255	Registrar	4,100	3,387	713	3,815
261	Tax Collector	524	478	46	516
265	Weights and Measures	2,709	2,279	430	2,597
311	Purchasing	1,849	1,995	(146)	2,250
312	Central Shops	10,500	9,970	530	10,944
413	Architecture	3,000	2,848	152	3,151
415	Building Inspection	20,845	19,942	903	22,021
415.1	FACE	3,777	2,539	1,238	2,784
417	Building Repair	39,533	38,157	1,376	43,478
417.2	Traffic Painting	6,000	6,759	(759)	7,639
421	Engineering	17,200	11,476	5,724	12,770
422	Sanitary Engineering	4,524	4,378	146	4,920
423	General Office	605	599	6	668
424	Personnel Administration	1,455	1,346	109	1,477
426	Water Pollution	13,000	14,871	(1,871)	16,910
427	Industrial Waste	4,602	4,586	16	5,090
429	Sewer Repair	47,000	49,105	(2,105)	56,053
431	Street Cleaning	141,800	143,069	(1,269)	163,669

CENTRAL SHOPS
GASOLINE
1979 - 1980

DEPT. NO.	DEPARTMENT	FUNDS RECEIVED	FUNDS EXPENDED	FUNDS BALANCE	FUEL IN GALLONS
513	DPH Administration	$ 3,912	$ 4,119	$ (207)	4,448
531	Environmental Health	7,135	7,925	(790)	8,708
535	Health Centers	1,275	889	386	985
551	Emergency Hospitals	52,899	57,264	(4,365)	63,248
555	Laguna Honda	450	201	249	212
557	General Hospital	17,200	16,049	1,151	17,999
567	Mental Health	8,617	8,548	69	9,544
621	Fine Arts Museum	1,950	1,895	55	2,113
631	Library	4,100	4,464	(364)	4,965
651	Recreation and Park	17,000	17,903	(903)	19,938
661	School District	34,900	36,359	(1,459)	38,760
669	Community College	3,500	3,220	280	3,544
681	Street Repair	68,260	62,441	5,819	71,680
683	Traffic Engineering	16,000	21,479	(5,479)	24,119
684	Road Fund	4,300	4,553	(253)	5,060
686	Tree Planting	20,615	18,569	2,046	20,943
735	Muni Railway	7,500	2,433	5,067	2,954
755	Hetch Hetchy	4,100	4,223	(123)	4,578
775	Port Commission	2,500	221	2,279	248
		$ 1,116.545	$1,112,236	$ 4,309	1,241,236

VEHICLE REPLACEMENT PROGRAM

In 1977-78 the Budget Authorities, recognizing that scheduled replacement of older, high mileage and essential automotive equipment is a prudent, cost effective approach to automotive fleet operation, took steps to initiate a replacement program.

The responsibility of administrating the program was given to the Purchasing Department, Central Shops.

The new procedure was restricted to automobiles and trucks up to 3/4-ton capacity and to some forty General Fund Departments and Bureaus.

Only replacement vehicles were included in this program and then only after each vehicle considered was carefully inspected and appraised as to condition and usage.

The 1977-78 fiscal year was budgeted in the amount of $386,480.00. 76 autos and trucks were replaced with new units.

1978-79 was budgeted for $358,300.00 and 70 vehicles were replaced.

The 1979-80 fiscal year saw the budget request halved to $188,295.00, an amount sufficient to replace 38 vehicles.

In specifying the replacement vehicles the goal was to purchase the most practical unit possible with major consideration given to economy of operation.

"Gas guzzlers" were avoided and the majority of units were modestly powered four cylinder machines.

This 1979-80 fiscal year, in an effort to get the most for our budget dollars in a rapidly inflating new car market, we purchased several used late model low mileage autos from the "Rent-A-Car" industry. Savings of up to 40% were realized over a comparably equiped new car. To date they have proven to be most satisfactory.

Future consideration will be given to acquisitions of general use vehicles from this source.

ANNUAL REPORT

FISCAL YEAR

1980 - 1981

City and County

of

San Francisco

Purchasing Department

- BUYING DIVISION
- PERSONNEL & ACCOUNTS DIVISION
- STORES & EQUIPMENT DIVISION
- REPRODUCTION DIVISION
- CENTRAL SHOPS DIVISION

JOSEPH C. GAVIN

DIRECTOR OF PURCHASING AND SUPPLIES

FEBRUARY 10, 1982

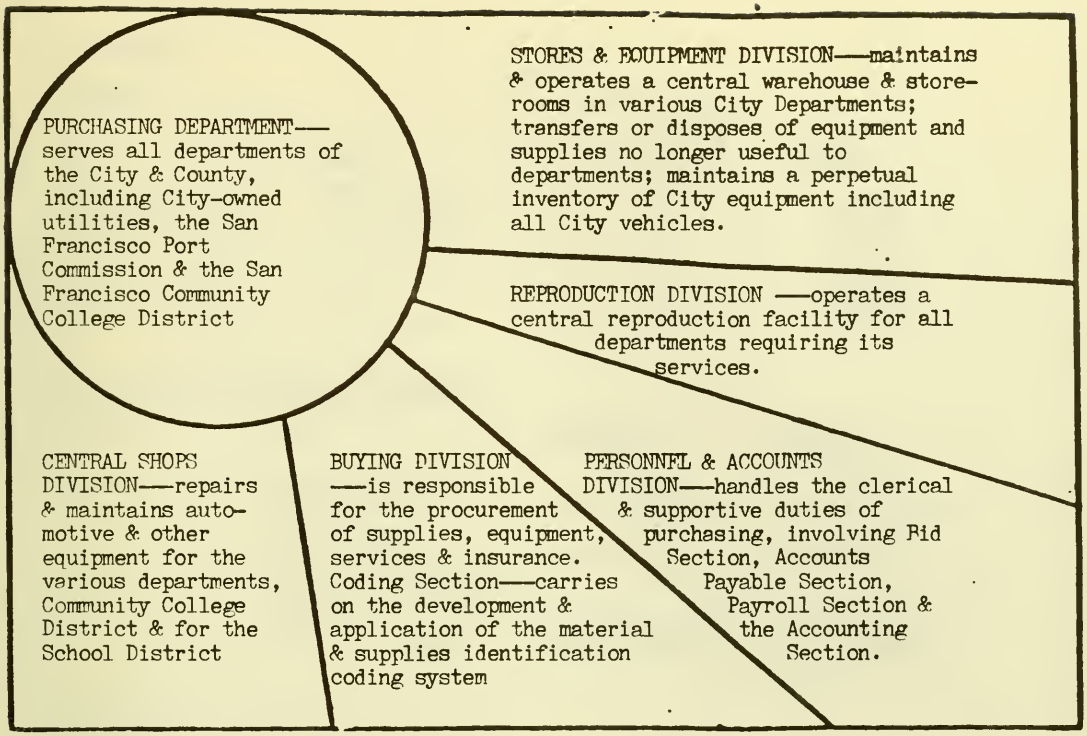
Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Boas:

The Annual Report of the Purchasing Department for the fiscal year ending June 30, 1981, is submitted herewith in accordance with the provisions of Section 3.501 of the Charter of the City and County of San Francisco.

Very truly yours,

JOSEPH O. GAVIN
Director of Purchasing and Services



PURCHASING DEPARTMENT:
J. C. Gavin - Director of Purchasing and Services (Department Head)
R. Tecco - Assistant Director of Purchasing and Services

BUYING DIVISION:
R. Erickson - Supervising Purchaser, (Division Head)
G. Burket - Senior Purchaser, Specifications & Standardization
J. Breslin - Senior Purchaser, San Francisco International Airport
F. Lahaderne - Senior Purchaser, Municipal Railway
B. Savant - Senior Purchaser, San Francisco General Hospital Medical Center

PERSONNEL & ACCOUNTS DIVISION:
H. Lundie - Chief Clerk (Division Head)
R. Saizar - Principal Clerk
G. Condran - Sr. Accountant
N. Poon - Principal Acct. Clerk

STORES & EQUIPMENT DIVISION:
H. Gheno - Stores & Equipment Supervisor (Division Head)
K. Wilson - Stores & Equipment Assistant Supervisor

REPRODUCTION DIVISION:
E. Fundis - Blueprint & Reproduction Manager (Division Head)

CENTRAL SHOPS DIVISION:
A. M. Flaherty - General Superintendent of City Shops (Division Head)
F. Franke - Assistant Superintendent of City Shops

SEPARATIONS

RETIRED

NAME	POSITION	APPROX. YEARS OF OF CITY SERVICE	RETIRED
PHELPS, Howard M	1952 Purchaser	11-1/2	2-28-81
GREMILLION, L.J.	Storekeeper	20 +	2-28-81
MATTSON, Andrew	Storekeeper	16 +	5-30-81
			DECEASED
DONOVAN, Frank P.	Storekeeper	6-1/2	7-21-80

RECAPITULATION OF WORK ACCOMPLISHED:

DIVISION	UNIT	1979-1980	1980-1981
Buying	Purchase Orders	16,998	17,827
	Dollar Amount	$ 27,774,480.00	$ 32,609,344.00
	Term Purchase Agreements	$ 78,243,395.00	$ 75,497,757.00
	Personal & Professional Service Contracts Amount	$ 39,630,855.00	$ 60,015,125.00
	TOTAL	$145,648,730.00	$168,122,226.00
Personnel & Accounts	Bids Processed:		
	Price Quotations	3,906	4,111
	Informal Bids	2,337	2,696
	Formal Bids	269	253
	Term Contracts	149	167
	Purchase Order Discounts Earned	$ 72,702.55	$ 110,045.95
	Sale of City Documents	$ 6,552.28	$ 8,527.07
Stores & Equipment	Surplus Sales Amount	$ 300,330.04	$ 268.968.75
	Warehouses in Operation	16	16
	Average Daily Inventory on hand	$4,810,633.20	$5,231,837.00
Reproduction	Services Rendered Amount	$ 223,000.00	$ 257,230.00
Central Shops	Expenditures	$3,595,667.00	$4,024,619.00
	Gasoline Dispensed (Gallons)	1,241,236 gals.	$1,456,697.00 1,317,429 gals.

BUYING DIVISION

The Buying Division, under the supervision of the Assistant Director of Purchasing and Services, is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County Agencies they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions (outlined in detail in a previous report) are as follows:

I. BUYING - BIDS AND AWARD

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

1 - SUPERVISING PURCHASER
Raymond F. Erickson

4 - SENIOR PURCHASERS
George F. Burket - Specifications and Standardization
James Breslin - San Francisco International Airport
Felix Lahaderne - San Francisco Municipal Railway
Bernard Savant - San Francisco General Hospital Medical Center

7 - PURCHASERS
Douglas Goodspeed
Claude Webster
Joseph Sealy
Donald Wein
Joseph Tortorella (Temp)
Rick Kimball (Temp)

2 - PURCHASERS (PRINTING)
Robert Runneals
Suzanne Stephens

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a broad commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment is also spread throughout the buying staff to prevent an overload on any particular buyer. The vast number of commodities (100,000) and the insufficient staff (8 buyers) makes it totally impossible for buyer specialization in any commodity.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actural use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The forms devised for this purpose make it easier for departments to furnish desired information for bid purposes.

4. As time is available, personnel are assigned to:

    a. Review specifications, forms, and procedures.

    b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desireable.

5. Whenever practical, term contracts are entered into for various services and commodities that are in general use by several departments or are recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

CODING SECTION

The Coding Section commenced operations in October, 1962. It was established to furnish the City and County of San Francisco with statistical data about commodities procured by the Purchasing Department for the various City departments and to create a uniform code in all departments for ordering and inventory. The goals of the coding system were to achieve the following:

1. Computerized Inventory Control
2. Standardization of Material & Supplies
3. Budgetary Information
4. Selection of Effective Ordering Quantities
5. Information for Interdepartment Transfers of Surplus Commodities
6. Reduction in Inventory Requirements.

In 1979-80, the City's Material and Equipment Coding and nomenclature system was eliminated when the position of Coding Supervisor, Class 1948, was deleted from the Purchasing budget.

For three years prior to fiscal year 1979-80, the coding supervisor position was vacant due to retirement of the incumbent who had accumulated maximum vacation and sick leave benefits and to subsequent budget cuts by the Board of Supervisors. However, an attempt was made to keep the system partly operational through the use of temporary help becuase it was felt that this function greatly enhanced the existing manual system by providing a definitive code and nomenclature identification to any item in the system and was to be the key to the installation of an automated purchasing system.

In fiscal year 1979-80, on the recommendation of the Budget Analyst of the Board of Supervisors, funding for the position of Coding Supervisor was denied and the position eliminated. The resultant effect was the loss of a very valuable and essential tool needed to maintain the integrity of the present system, but absolutely essential for the modernization of a City wide procurement and inventory control system.

The fact that the City has spent more than ten years and tens of thousands of dollars in developing such an outstanding commodity code system received little, if any consideration when it was decided to defund the activity. The value of the system is evident by the fact that it has been put into use by public agencies nationwide. To indicate the degree of deterioration of the system since elimination of the position, one needs only to look at the quality of the 'requisitions for purchase order" received from the departments. Items ordered by the departments without commodity codes (or verifiable codes) cannot be properly identified, causing the buying staff to spend valuable purchasing time on item identification.

Two major departments are initiating automated inventory control and purchasing systems, but it doesn't appear prudent to initiate these systems without a similar capability in the central purchasing system. All systems would rely on the commodity code for a data base.

Had the total purchasing and inventory control system, based on the commodity code, been in effect these many years, both the Office of the Mayor and the Board of Supervisor would have had at their finger tips the exact expenditures for all City Departments for the total costs of supplies and equipment for any given period.

In view of the foregoing, it is recommended that the position of 1948 Coding Supervisor be reestablished and funded.

PERSONNEL & ACCOUNTS DIVISION

Purchasing Department's Personnel and Accounts Division handles the clerical and supportive duties involved in the purchasing function.

BID SECTION

This section is responsible for typing and mailing all formal and informal bids, price quotations, term contracts and the awards as directed by the Buying Division. The section utilizes (for the first time) a Word Processing System which has greatly enhanced the quality of and expedited contractual documents, awards, and correspondence; tabulation of bids (microfilmed record of all bids); extensions and additions checked on the requisitions, plus calculation of sales tax then assignment of the purchase order numbers. After the assignment of the purchase order number the order is xeroxed with seven (7) documents resulting: Vendor's copy - white, Controller's copy - blue, Purchaser's copy - green, Material Received Report - yellow, and two white copies for the department, plus the Advance copy - orange, for the department. The section also maintains the requisition register, vendor register and the purchase order register; handles departmental pay check distribution; and the sale of various City documents.

PAYROLL SECTION

The payroll section posts time report information to timerolls including information of time worked, vacations, leaves, overtime and similar information reflecting employee activities during a pay period. This section also provides information to employees and others on employment processes, leave problems, salaries and wages plus any other requests for information regarding departmental personnel and payroll activities.

ACCOUNTING SECTION

This section gathers data relative to the preparation of the Purchasing Department budget; maintains the posting of expenditures and control of the accounts and prepares reports for these accounts; compiles financial reports and tax statements; approved departmental receipts for deposit with the City Treasurer; plus varied accounting duties.

ACCOUNTS PAYABLE SECTION

Purchase orders are processed for payment after receipt of the MRR (Material Received Report) from the department. The amount is verified with the invoices and packing slips received, then sent to the Controller for payment. The date is posted in the Purchase Order Register when the order is sent to the Controller's Office for payment or when a Purchase Order is cancelled.

With the implementation of the Vendor Code by the Controller's Office, it was hoped that the payments of purchase orders could have been completed more rapidly, but with the advent of a new City wide accounting system this did not happen.

The number of purchase orders to be prepared and processed is not constant, chiefly due to the fact that the requisitions do not flow into the department uniformly. Consequently, there are times when high production cannot be sustained because of diminished personnel caused by vacation, illness unfilled positions or other conditions beyond Purchasing's control. However, continual effort is made to process the requisitions and the subsequent purchase orders with upmost speed, accuracy and efficiency.

Discounts Taken

Month	1979-1980	1980-1981
July	$ 7,596.21	$ 13,605.31
August	4,324.76	6,215.26
September	5,262.20	6,005.85
October	5,625.79	15,919.07
November	6,389.11	4,968.66
December	3,538.11	8,313.90
January	7,101.34	10,845.48
February	6,355.95	5,333.38
March	7,298.39	8,555.49
April	6,981.75	11,161.33
May	5,792.17	9,149.38
June	6,436.77	9,972.84
	$ 72,702.55	$ 110,045.95*

Discounts Lost

Month	1979-1980	1980-1981
July	$ 5,045.62	$ 2,228.41
August	2,029.01	1,322.58
September	857.99	1,462.18
October	1,397.69	725.44
November	552.49	2,889.93
December	438.20	584.36
January	1,615.07	720.89
February	1,240.61	711,99
March	1,983.65	628.53
April	714.46	808.76
May	673.49	655.23
June	1,283.97	1,553.62
	$ 17,832.25	$ 14,291.92

*NOTE: The City's investment in reclassifying the 1404-1406 positions to 1632-1634, Sr. and Principal Account Clerks has paid off handsomely.

REPRODUCTION DIVISION

The Reproduction Bureau provides the following centralized reproduction services to City Departments on request:

a. Ammonia Printing (for architectual drawings)
b. Photograph
c. Offset printing (up to 17 x 22 inches)
d. Microfilming and prints from microfilming (18" x 24")
e. Self service copiers
f. Copies of City maps to the public

STORES AND EQUIPMENT BUREAU

Director of Purchasing and Services

Stores and Equipment Supervisor - H. Gheno

Assistant Stores and Equipment Supervisor - K. Wilson

Inventory, Stores and Sales Section

1 -Senior Clerk Stenographer
1 -Senior Clerk Typist
11 -Senior Storekeepers (12 - 3 Temporary, 2 Unfilled)
27 -Storekeepers (27 - 3 Temporary, 3 Unfilled)
10 -Assistant Storekeepers
2 -Inventory Clerks
2 -Clerk

The Purchasing Department, Stores and Equipment Bureau, operates and maintains a Central Warehouse and several storerooms in various City Departments. This Bureau is responsible for the following functions:

1. Requisitioning, receiving, storing and issuing Material, Supplies and Equipment for use of various City and County Departments.

2. Sale of surplus and obsolete City property.

3. Equipment exchanges between departments.

4. Maintaining a perpetual inventory of all items in storeroom and warehouse stock.

5. Registering of all City vehicles and processing of accident reports for same; and distribution of traffic tickets to City Departments.

6. Acquiring and distributing gasoline credit cards and vending machine permits.

7. Processing documents for lost and/or stolen City property to the Board of Supervisors.

The following locations, with a total storage capacity of approximately 1.9 million square feet, are staffed and operated by the Stores and Equipment Bureau:

DEPARTMENT	LOCATION	TYPE	INVENTORY AMOUNT
Purchasing	Central Warehouse 15th and Harrison	Stationery	$ 26,519.00
		Janitorial for Fire Dept.	$ 6,509.00
	Central Shop 800 Quint Street	General Auto/Truck	$ 61,605.00
Public Health	1) S.F. General Hosp. 23nd and Potrero	General Food/Medical	$ 520,517.00
	2) Laguna Honda Hosp. 7th & Dewey	General Food/Medical	$ 470,165.00

STORES AND EQUIPMENT BUREAU (Continued)

Muni Railway	1) Wood Division 17th and Potrero	General Bus	$ 1,309,004.00 *
	2) Kirkland Division (Sub-Store)	General Bus	$ 27,704.00 *
	3) Metro Center Geneva/San Jose Ave.	General Street Car/LRV	$ 600,952.00 *
	4) Potrero Division 2500 Mariposa	General Trolley Coach	$ 510,359.00 *
	5) Presidio Division (Sub-Store)	General Trolley Coach	$ 88,834.00
Water	1990 Newcomb	Regular Stock	$ 881,544.00
		Meters	$ 193,313.00
Hetch Hetchy	Moccasin	General	$ 85,214.00
Int'l Airport	South San Francisco	General	$ 89,763.00
Public Works	2323 Army Street	General	$ 198,722.00
Electricity	901 Rankin Street	General	$ 75,514.00
Recreation & Park	Golden Gate Park	General	$ 85,599.00
		TOTAL	$ 5,231,837.00

*NOTE: Amounts of non-code items are not included on inventory - MUNI-WOODS - $525,000; MUNI-KIRKLAND - $7,000; MUNI-METRO - $3.5 Million LRV parts; MUNI-POTRERO - $3,000 Trolley Coach Parts.

STORES SECTION - GENERAL

During the fiscal year 1979 - 1980, this section has been adversely affected by a continuous shortage of storekeepers due to budget cuts, illness, death and injury.

LOW SALARIES

Inequitable salary schedules have caused the resignation of a number of our most able and qualified personnel who have left to accept similar jobs in private industry and in other governmental jurisdictions at much higher pay.

CENTRAL WAREHOUSE - STORES DIVISION

1. Provides storage space for material, supplies and equipment for:

   a. Mayor's Employment and Training - typewriters, office furniture, equipment, etc.

   b. Public Administrator - possessions of deceased persons.

   c. Controller's Department - FIRM Accounting Forms (free)

   d. D.P.W. - pipe, sheet metal, plywood, paint, tires, etc.

   e. Fire Department - Janitorial Supplies.

   f. S.F. General Hospital - Canned food and new equipment.

   g. Purchasing, Main Office - Xerox paper, Charters and other forms.

   h. Art Commission - $100,000.00 W.P.A. Diorama of San Francisco.

   i. Temporary storage space for other departments when needed.

2. Provides storage space for replaced equipment, such as desks, chairs, furnitures, until re-issued to City Departments or sold.

3. Provides space for motorcycles being sold (for security and convenience).

4. Accumulates scrap metal, I.B.M. cards, x-ray film, and other material for continuous sales or term sales.

5. Provides standard stationery items for all City Departments; receiving, storing and issuing Controller's forms on an "as needed" basis and delivers items to City Hall Departments.

STORES SECTION - GENERAL (CONTINUED)

6. Provides back-up personnel to relieve other storerooms due to vacations, extended sick leaves, etc.

7. Assists in preparing material and equipment for sale and to show prospective bidders during inspection days that are held at the Central Warehouse.

8. Provides overnight storage for Purchasing Department's sedans and trucks.

9. Provides on the second floor, office space, vault, room for closed files, and other needed space for use of the Bureau of Stores and Equipment of the Purchasing Department and its personnel.

INVENTORY SECTION

This section is responsible for the equipment inventory for all City departments. As new equipment is purchased, the information is documented and the necessary papers forwarded to the requisitioning department with equipment to be placed on the new equipment. A perpetual equipment inventory for most City Departments is maintained on magnetic tape records in the Controller's E.D.P. section, and runs are provided for the departments when requested. If an item of equipment is lost, damaged, or stolen, the inventory Section is notified, a follow-up investigation is made, and a report sent to the Board of Supervisors from the Director of Purchasing and Services, through the Chief Administrative Officer, to obtain permission to take the item off the department's perpetual equipment records.

Under Section 7.100 of the Charter, the Director, through the Inventory Section, is required to perform periodic checks of said property to update the perpetual inventory records. If carried out, this function would locate surplus property, assure that all City property was accounted for, and would locate equipment not previously recorded. This function has not been performed for many years, due to insufficient personnel staffing. However, during the past year, storekeeping personnel from Central Warehouse took a physical inventory of the San Francisco Wastewater Program, assigned equipment inventory decals to the property and established a separate perpetual equipment inventory for this division of the Public Works Department.

This section also performs the following additional functions:

1. Assists in relocation of City offices by securing estimates from the contractor, coordinates move with contractor and department; supplies necessary material for the move, if required.

2. Assists the Sales Section in the sale of all surplus commodities.

3. Assisted in the preparation and delivery of 443 stationery orders for the City Departments.

4. Maintained inventory on 1,891 vehicles (including 406 vehicles that were purchased and 25 new Grumman Flexible Coaches purchased by the Municipal Railway). The dollar value is $35,330,933.68, and

5. Maintained equipment on inventory, which does not include utilities, totaled $17,000,000.00

SALES SECTION

This section is responsible for the sale of all scrap and surplus City property under the provisions of Section 7.100 of the City Charter. For each sale, items are listed and categorized, sales advertised, bids accepted and awards made. Receipts from sales are deposited with the City Treasurer within 24 hours. Records and correspondence pertaining to each sale is compiled by the Sales Section and recorded with the Purchasing Department's general office.

Thirty-two sales were conducted by this section. A general breakdown of the sales for the fiscal year 1980-1981 are as follows:

SALE NUMBER	DESCRIPTION	SALES REVENUE
1202	Grease & Bones	$ 2,272.97
1302	IBM Cards, Printouts, Waste Paper	14,986.17
1312	Surplus Fare Boxes	111.86
1322	X-ray Film	81,340.96
1325	Scrap Metal	38,698.55
1334	Vacuum Impregnator	12,000.00
1335	Metal Oil Drums	2,048.00
1342	Drain Oil	18,467.36
1344	Steam Locomotive/Cable Car	4,405.38
1345	Motorcycles	14,684.98
1346	Miscellaneous Furniture	1,005.92
1347	Surplus Streetcars	8,161.00
1349	Misc. MUni Railroad Equipment	1,686.60
1351	Tires	85.00
1352	Vehicles	36,797.38
1353	Audiometric Testing Room & X-ray Equipment	532.50
1355	White Ledger Paper	1,176.06
1356	Vehicles	8,014.66
1357	Surplus Marble	177.89
1358	Hospital Medical Equipment	232.89
1359	Electrical Equipment	228.89
1361	Surplus Parking Meters	2,635.88
1362	Miscellaneous Equipment	482.23
1363	Miscellaneous Institutional Beds	67.89
1364	Miscellaneous Dental Equipment	500.00
1366	Reproduction Machine & Word Processor	372.75
1367	Lathe	6,500.00
1368	Miscellaneous Office Machines	116.50
1369	Miscellaneous Medical Equipment	45.00
1370	Miscellaneous Electrical Equip.	163.68
1371	Venetian Blind Cleaner	300.00
1372	Vehicles	10,669.80
		$ 268,968.75

SALES SECTION (CONTINUED)

SALES OF SURPLUS EQUIPMENT AND SUPPLIES

FISCAL YEAR	SALES REVENUE
1975-1976	$ 113,216.00
1976-1977	$ 162,695.00
1977-1978	$ 188,451.00
1978-1979	$ 327,625.43
1979-1980	$ 300,330.04
1980-1981	$ 268,968.75

CENTRAL SHOPS - ANNUAL REPORT

1980 - 1981

PURCHASING DEPARTMENT

CENTRAL SHOPS DIVISION
1980-1981 ANNUAL REPORT

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repair of City and County equipment.

In compliance the Central Shops, at 800 Quint Street, and allied facilities provide all necessary mechanical maintenance, repair and support service for all City departments and divisions (exception, Public Utilities). It is the responsibility of the Shops to inspect, appraise and make recommendations on all City owned vehicles contemplated for replacement and to aid the various departments in the writing of specifications; to receive and approve all new vehicles delivered to the City, and to outfit and prepare these vehicles for service.

By an amendment of Charter 4 of the Administrative Code, the Shops are now directly funded under Index 314 of the Annual Budget, for the purchase of automobiles and light trucks to be assigned to 76 various City departments and bureaus.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police autos and motorcycles, Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection are provided for Public Works vehicles; 19th Avenue Public Works Station.

All shop funding is through Interdepartmental Work Orders. This method provides that funds approved in an operating departments budget for a specific service be appropriated, by means of a Work Order to the department performing that service. The performing department is then responsible for administrating the funds and providing the operating department services within the fund limitation.

Administration of the Shops, under the Director of Purchasing is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edward A. Franke, Assistant Superintendent.

The Central Shops, Quint Street operation, has four main maintenance shop areas. (1) Auto and Light Truck Shop (2) Heavy Truck and Equipment Shop (3) Fire apparatus Shop (4) Machine Shop and the following auxiliary shops; Metalsmith, Pattern and Ladder Shop, Auto Paint, Hose, Upholstery, Body and Fender, Tire Service Station.

Along with the responsibilities for the maintenance and repair of mechanical equipment in school building, sewage plants, pumping stations, public buildings, etc., the Shop maintains 3,225 units of the City-owned automotive fleet. These vehicles and machines have a replacement value of approximately 32 million dollars.

The 1980-81 Budget approved 104 employees in the Central Shops Budget.

CENTRAL SHOPS

EMPLOYMENTS

1980-1981

PROGRAM	APPROVED SHOP BUDGET	ACTUAL EXPENDITURE
A) Administrative & Accounting	9	8
B) Equip. & Machinery Maint. & Repair	14	12
C) Automotive Service Lube & Fuel	26	22
D) Automotive Maint. and Repair	55	59
TOTALS	104	101*

101*- 71 Classified Permanent
30 Classified Temporary

A) Administration and Accounting Group

1	- 1222 Sr. Payroll Clerk
1	- 1424 Clerk Typist
1	- 1630 Account Clerk
1	- 1632 Sr. Account Clerk
1	- 1652 Sr. Accountant
1	- 1823 Sr. Management Analyst
1	- 7150 General Superintendent
1	- 7277 Assistant Superintendent
1	- 1934 Storekeeper
9	

B) Equipment & Mach. M & R

9	- 7332 Maintenance Machinist
1	- 7389 Metalsmith
2	- 7258 Patternmaker
1	- 7258 Machinist Supervisor I
1	- 7309 Car and Auto Painter
14	

C) Auto Service - Fuel and Lube

19	- 7410 (A) Auto Service Worker
6	- 7410 (B) Auto Service Worker
1	- 7412 Auto Service Worker Supervisor II
26	

D) Auto Maintenance and Repair

11	- 7381 Auto Mechanic
1	- 7382 Auto Mechanic Supervisor II
1	- 7249 Auto Mechanic Supervisor I
27	- 7313 Auto Machinist
2	- 7315 Auto Machinist Supervisor II
3	- 7254 Auto Machinist Supervisor I
3	- 7309 Car and Auto Painter
3	- 7306 Body and Fender Worker
3	- 7389 Metalsmith
1	- 7387 Upholsterer
55	

104 Employees

FIRE APPARATUS SHOP

The Fire Shop is staffed with nine Automotive Machinists, two Metalsmiths, three Painters, two Pattern Makers, one Body and Fender Worker, one Automotive Servicer, and one Upholsterer.

This Shop is supervised by Dino J. Ruggeri. He oversees and controls the maintenance and repair of all apparatus and equipment used by our fire fighting force.

The Fire Shop and its sub-shops processed a total of 1,390 major jobs through various work areas for the year.

The Field Service Worker responded and made repairs to 1,615 jobs in fire stations without necessitating the apparatus being out of service any appreciable time.

Shop personnel responded to 121 battery service calls in the field and inspected and serviced 242 units of fire apparatus in the shop.

Included in the total jobs completed for the Fire Department were:

8	major engine overhauls (gas)
4	Detroit diesel engine overhauls
157	minor engine overhauls and repairs
172	fire pumnp gates, gauges, valves, etc.
3	major pump overhauls
14	differential overhauls
3	transmission overhauls
9	broken axles
18	clutch replacements
234	brake repairs (reline, air compressors, air leaks, air valves, air governors, spring brakes and quick release valves).
86	complete engine tune-ups
92	chassis repairs (mufflers, springs, frames and steering gears).
37	aerial repairs (hydraulic leaks, hydraulic pumps, ladder locks, cables, pulleys and gauges).
41	radiator repairs
9	water tanks (sand blast, weld tanks and coat with rust resistant epoxy).

PAINT SHOP

This shop is staffed with 3 Painters. All painting required by the Fire Department, Police Department, Department of Public Works, Department of Public Health and miscellaneous department vehicles is done in this shop.

Included in the work they perform is the painting of items made by the Pattern Shop and the Blacksmith Shop. These are hose bumpers, Gleason valve saddles, fitting pegs, chock blocks, brackets of all types wood and metal compartment boxes, engine parts, transmissions, differentials, etc. They install stars, seals and vehicle numbers on Police, Fire, Sheriffs, Public Works and Public Health department vehicles.

During the year the following jobs were completed by the Paint Shop:

161	Police, Fire and Sheriff vehicles
102	partial fire apparatus
82	ladders, scraped, sanded, oiled and varnished
4	complete High Pressure trucks
2	complete DPW trucks
6	500 gallon water tanks (rust resistant epoxy)
66	repaints - various departments
138	seals and numbers on new motorcycles and Police cars

LADDER AND PATTERN SHOP

This Shop is staffed by two Pattern Makers. During the year they inspect all of the 13 different types of ladders for the Fire Department. If any ladders are considered unsafe, they are immediately replaced by stock ladders and the damaged ones taken to the shop for repairs and refinishing.

All patterns for the City High Pressure System are carefully maintained by the Pattern Shop. They repaired old patterns, modified old patterns, made patterns for other departments and Sub Shops. They also made chock blocks, Gleason Valve saddles, aerial hose boxes, improve, design, manufacture and install mounted equipment for Police, Fire and Ambulance vehicles.

Jobs completed this year by the Ladder and Pattern Shop included the following:

7	new ladders manufactured
92	ladders repaired
114	axe and sledgehammer handles hung
28	Gleason valve saddles new and repaired
5	paddy wagon partitions and panels
3	aerial hose boxes

UPHOLSTERY SHOP

The Upholstery Shop is staffed by one upholsterer. All fabric and leather items are made up in this shop for the Fire Department, Police Department, Department of Public Works and High Pressure System. Some of the work performed in this shop is the repairing and making of new salvage covers, hypoalon hose bed covers, leather truckmens belts, ladder straps, firemen safety belts, rubber gaskets, various tool and equipment covers, leather axe tips and hose butt shields and repairs and upholsters vehicle seats for all shops.

ELECTRIC SHOP

This shop is staffed with one Automotive Machinist. During the year he completed 362 jobs. The Electric Shop does the repairing and replacing of alternators, regulators, sirens, starters, generators, portable electric power plants, extension cords, portable lamps, high intensity flood lamps, water pumps, water vacs, chain saws, cement cutting saws, metal-cutting saws, electric drills, battery charges and maintenance. The Electric Shop is responsible for the maintenance of lights and wiring of fire apparatus and also for the installation of red lights, sirens horn buttons on new equipment prior to placing them in service.

BLACKSMITH SHOP

This shop is staffed with 2 Metalsmiths and 1 Body and Fender Man. They make and repair all heavy metal fittings for the Fire Department and Sub-shops.

During the year they made and tempered tools, made repairs for the pumping stations, schools, High Pressure System and Sewage Plants. Made fittings and brackets and installed them on new fire apparatus, made and installed protective partitions in Police cars.

The shop sharpened 139 axes, made and repaired ceiling hooks, made and installed hose hangers in Fire Stations and made repairs in pumping stations and in the street for High Pressure.

The shop straightened bumpers, bent outrigger jacks, made hose bumpers, replaced springs and center bolts, maintained fences, gates and other shop areas and cannibalized old apparatus.

The Body and Fender Man repaired 94 accident damages for the Fire Department and High Pressure vehicles.

TRUCK SHOP

The Heavy Duty Truck Shop is responsible for the major maintenance and repair of a wide variety of 692 trucks and complex motorized equipment operated by the many City Departments and Bureaus. The Shop is staffed with 11 Automotive Machinist, 1 Automotive Service Worker and 1 Metalsmith under the supervision of Arthur Chin, Supervisor I.

The duties of the Heavy Duty Truck Shop is to repair, service and to perform preventive maintenance on all heavy duty trucks, heavy equipment and special equipment.

A partial list of equipment serviced are tractors, back hoes, asphalt spreaders, 10 wheel dump trucks, ambulances, street graders, dirt rollers, sewer cleaners, concrete saws, water tanker flushers, school buses, air compressors, fork lifts, cranes, street sweepers.

During 1980-1981 fiscal year a total of 2,098 work orders were completed.

70	Starter overhauls
87	Generator overhauls
52	Carburator overhauls
172	Minor electrical repairs
19	Major transmission overhauls
160	Minor transmission repairs
40	Major clutch overhauls
161	Minor clutch repairs
114	Major brake overhauls
212	Minor brake repairs and adjustments
213	Major engine tune ups
93	Minor engine repairs
78	Front suspension, steering and spring repairs
68	Exhaust system repairs
38	Radiator recores
78	New battery replacements
125	Hydraulic system repairs
15	Complete engine overhauls
35	Engine valve grinds
198	Road service
118	Tow service
109	Misc. blacksmith and fabrication work

Also under the supervision of the Truck Shop are the following sub-shops.

1 - Quint St. Service Station 1 Auto Service Worker
2 - Quint St. Tire Shop 2 Auto Service Worker
3 - 19th Ave. Service Station 1/2 Auto Service Worker
4 - Army St. Service Station and shop
Day Shift - 1 Auto Machinist
1 Auto Service Worker Sub-Foreman

Night Shift - 1 Auto Machinist
1 Auto Service Worker

AUTO AND LIGHT TRUCK SHOP

The Auto Shop is staffed with four (4) permanent Automotive Mechanics, six (6) temporary Automotive Mechanics, three (3) Body and Fender Workers, one (1) Auto Painter and two (2) Automotive Service Workers, under the supervision of Mr. Henry Dosdorian.

The Automobile Shop is responsible for the maintenance, repair and outfitting of 1,341 vehicles which include both passenger cars and light truck to one ton capacity.

A total number of jobs completed this year was 3,772 not to include special outfitting and service of new vehicles.

A listing of completed jobs are 509 engine tune-ups with our electronic engine tester and exhaust emission analyzer. 744 brake jobs including the inspection and replaement as needed of the hydraulic system, and drums turned. 96 Automatic transmissions were removed and completely overhauled while 66 were serviced and adjusted to factory specifications in the vehicle. 137 radiators were removed and repaired with inspection of the engine cooling system for proper cooling. 65 engine valve job were completed with heads resurfaced and magnifluxed for cracks. 25 standard transmissions and clutches were overhauled. 17 engines were completely rebuilt with the inspection and repair of all accessories. 356 road service calls were made with on spot minor repairs or towed to the City Shop for major work. 1,478 miscellaneous repair jobs were completed for various departments. A total of 94 turn in vehicles were stripped of reusable equipment and made ready for sale.

To complete accident repairs, which total 279 for the year, in the shortest possible time at minimum cost, parts were cannibalized from turn-ins and "totaled" vehicles.

Major projects for the year was the outfitting of 5 Police Patrol Vans and 30 Police Patrol units with security partitions, hidden rear door locks, blue and red roof bars with electronic sirens and P.A. Systems, along with 22 special services unmarked Police cars.

MACHINE SHOP

The complement of the Machine Shop consists of 8 Maintenance Machinist, one permanent position not filled, supervised by Maintenance Machinist Forement Charles Jolly.

During the fiscal year 1980-81 the Machine Shop performed a total of 795 jobs. 277 of these were work orders to the Machine Shop, the remaining 518 were performed by the Machinist in the Water Pollution Control Plants.

The Machine Shop does numerous jobs for Public Works. We keep all Fire House automatic doors working by installing new springs and cables. 20 new springs and 15 sets of new cables were replaced this year. At Eng. #31 we repaired the door track and a circulating pump for the boiler. At Eng. #12 and #13 we had to repair the main drive of the door.

For the Fire Department we inspect all new fire hose to insure that it has been made according to specification supplied by the Department. After it is received at Central Shops we issue a serial number and stencil each length with the Engine Co. number. Each Engine carries 10 length of 1-1/2" and 20 length of 3" hose. They have in reserve at the Fire House another 10 lengths of 1-1/2" and 20 lengths 3" hose. After each fire the firemen will wash then dry all soiled hose used and have it ready for the next fire. We repair all damaged hose or if it is damaged too badly we condemned it and issue them new hose.

The Machine Shop repairs all equipment and devices used by the Fire Fighters.

Hose nozzles, Gleason Valves, Monitors, Apparatus Valves, light weight Ball Wyes, Foam Eductors and Aeration Tubes. The high pressure air compressor at Rescue #1 and #2 and the Oxygen Compressor at Rescue #2 are carefully maintained. Replacement parts for the low and high pressure fire hydrants serviced by the High Pressure and used by the Fire Department are manufactured.

At each of the Water Pollution Control Plants a machine shop is operated. The South East Plant shop is manned by two Maintenance Machinist, the Richmond Sunset Plant has one Machinist and one at the North Point Plant.

These four Machinist performed the necessary work to keep the plants performed on a 24 hour cycle.

At the South East Water Pollution Control Plant a new Shop area is being constructed. We should be moving our equipment into it in September 1981.

All the machine tools from the present shop will be moved to the new, along along with a new vertical boring mill, horizontal boring mill, radial drill, two lathes and a milling machine.

The Pumping Station, a division of the Water Pollution Control Plant, bring all their large pumps requiring overhaul to the Machine Shop. Three major pump overhauls were completed and reinstalled this past fiscal year.

The Machine Shop also services the Boiler Room equipment for the San Francisco Unified School District.

Here we have overhauled vacuum, circulating and hot water pumps and fan for the air condition in the class room. We have repaired or replaced 4 small air compressors and now have two large ones in the Shop waiting for parts.

This year we overhauled two large vacuum pumps from the County Jail. Repair the tank by installing new floats and reseating the valve in the main Boiler Room and the Woman Wing. We overhauled the main water pump that pumps the drinking water to the County Jail.

We maintain the large irrigation pump located throughout the Park System.

At the General Hospital repairs were completed on the main feed pumps for the boiler.

The large washing machine used in the hospital was overhauled.

We perform a variety of jobs for the Opera House, having completed the job of installing new bearings and shafts in all the rope pulleys on the stage, have repaired the elevating stage which was out of alignment and the large ventilating fan that required new bearings and balancing.

Parts were manufactured for the washing machine at Laguna Honda and two heat exchangers in the Boiler Room were reconditioned.

RECREATION AND PARK SHOP

The Park Shop is located in the Golden Gate Park maintenance facility, 3rd Ave. and South Drive. The shop is staffed with 4 Automotive Machinists (Permanent) 2 Automotive Machinist (Temporary), 1 part time Automotive Servicer and supervised by James Elliot.

This staff maintains 202 units of various trucks, tractors, autos, etc. 555 various powered horticultural machines and 11 trucks and machines assigr to the Candlestick Park operation.

Previous years limited funding restricted shop staff to the point where were unable to keep pace with the demand for services.

The result was a back log of "out of service" vehicles awaiting repairs.

More realistic funding, during 1980-81 fiscal year, permitted the hiring of two temporary Automotive Machinists and further provided for an increase in contractual repair.

This eliminated the static backlog to the point where work is now current.

2,070 jobs were processed through the shop facility, an increase of 280 over the previous year.

The fueling facility dispensed 122,622 gallons of gasoline, 5,250 gallons of diesel fuel and 1,580 quarts of motor oil.

The limited fuel capacity at the Park Station provides for a higher cost per gallon from the supplier for leaded fuel and where no lead gasoline is required trucks and auto must waste fuel while travelling to our other static at a substantial cost in time.

Adequate capacity tanks would pay for themselves in a few short years.

HALL OF JUSTICE SERVICE STATION

This branch of the Central Shops is located at 950 Bryant St. adjacent to the Hall of Justice. It supplies fuel and services to Police vehicles and fuel and oil to other City vehicles

The station is operated 7 days a week from 7 a.m. to midnight and is staffed with 8 Automotive Servicers, 2 Automotive Mechanics (autos), 3 Auto-Mechanics (motorcycles) and 1 Auto Mechanic Supervisor II, James Ryan.

This convenient downtown location makes this a high volume distribution point for fuel and lubricants for City vehicles.

The past year shows the following services performed:

Gasoline Dispensed:

Police Department	434,994 gallons
Other Departments	286,518 gallons
TOTAL	721,512 gallons

Shop Area:

Vehicles repaired (day)	3,103
Vehicles repaired (night)	2,591
P.M. & Lube service	1,620
Tires changed	1,395
Tires repaired	705
Batteries serviced	512
Tow jobs	2,113
Brake jobs	512

Motorcycles:

Serviced	502
Tires changed	371
Batteries serviced	206
M/C repairs	4,970

Motorcycle repairs and service are for the most part, exclusively performed at this station with three mechanics and one servicer.

The Police automotive fleet consists of 831 units, the majority of which are serviced and fueled at the Hall of Justice Station.

Autos Marked	226	Motorcycles -	Solo	91
Autos Unmarked	224		3/Wheel	200
Autos Training	18		Trail	21
Van, Trucks, etc.	41		Vespas	10

HALL OF JUSTICE SERVICE STATION (Continued)

The Service Station was designed and opened in 1961 to handle a fleet increase of 100% of the then existing inventory. We have now passed that milestone and are additionally performing complete maintenance of all of the Solo and 3/Wheel Motorcycle fleet, a procedure that was never planned for that limited space location.

Notation was made of this in the previous annual report.

The motorcycle fleet develops substantial income to the City and is one that warrants a maintenance facility of sufficient design and size to maintain the fleet in the most effective manner possible.

UNITS OF CITY-OWNED AUTOMOTIVE EQUIPMENT BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JULY 10, 1981

DEPT. NO.	DEPARTMENT	NO. OF VEHICLES
111	Adult Probation	8
113	Art Commission	5
115	Assessor	2
117	City Attorney	1
119	City Planning	2
121	Civil Service Commission	1
123	Controller	1
131	Emergency Services	5
141	District Attorney	33
145	Fire Department	250
154	Community Development	14
161	Police Department - Autos and Trucks & etc.	509
161	Police Department - Motorcycles	322
165	Public Defender	8
169	Social Services	43
173	Sheriff	53
181	Board of Supervisors	1
185	Juvenile Court	21
187	Log Cabin	8
213	California Academy of Sciences	6
221	Chief Administrative Officer	1
223	Coroner	7
231	Dept. of Electricity	47
243	Public Administrator	3
245	Real Estate	1
247	Civic Auditorium	4
255	Registrar of Voters	2
261	Tax Collector	2
265	Weights and Measures	9
311	Purchasing - Main Office	7
312	Purchasing - Central Shops	30
	Department of Public Works	
413	Architecture	8
415	Bldg. Inspection	51
417	Bldg. Repair	126
417.2	Traffic Painting	23
421	Engineering	24
422	Sanitary Engineering	8
423	General Office	1
424	Personnel Admin.	2
426	Water Pollution Control	30
427	Sewage Treatment	10
429	Sewer Repair	121
431	Street Cleaning	160

UNITS OF CITY-OWNED VEHICLES BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JUNE 30, 1980

DEPT. NO.	DEPARTMENT	NO. OF VEHICLES
	Public Health Department	
513	Administration	12
531	Food and Sanitary Inspection	30
535	Health Centers	3
551	Emergency Hospitals	16
555	Laguna Honda Hospital	12
557	S. F. General Hospital	26
567	Mental Health	12
621	Fine Arts Museums	4
631	Public Library	7
651	Rec. and Park - General	202
651-S	Rec. and Park - Non-Auto	555
653	Candlestick Park	11
661	S.F. Unified School District	90
669	City College	50
	Department of Public Works	
681	DPW - Street Repair	111
683	Bureau of Engineering	54
684	Road Fund	11
686	DPW - Tree Planting	49
	GRAND TOTAL	3,126

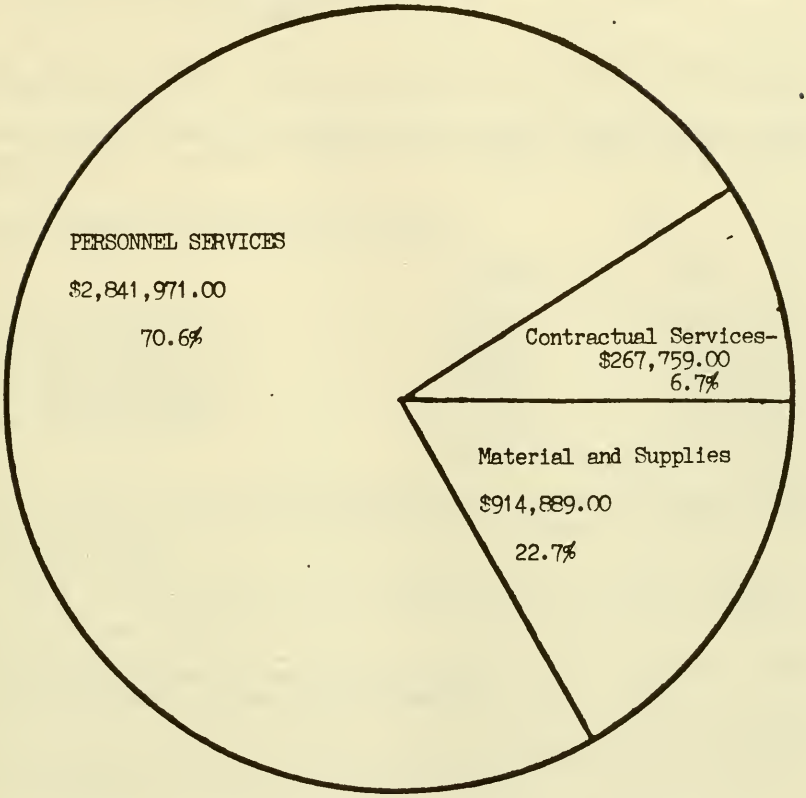
CENTRAL SHOPS
MAINTENANCE AND REPAIR
1980-1981

DEPT. NO.	DEPARTMENT	WORK ORDERS RECEIVED	WORK ORDERS EXPENDED	BALANCE
111	Adult Probation	$ 2,223	$ 2,006	$ 217
113	Art Commission	4,000	3,532	468
115	Assessor	1,154	841	313
117	City Attorney	2,432	1,274	1,158
119	City Planning	3,842	3,010	832
121	Civil Service	288	530	(242)
123	Controller	284	216	68
131	Emergency Services	2,784	2,336	448
141	District Attorney	18,154	18,895	(741)
141.2	Family Support	4,900	5,457	(557)
145	Fire Department	626,145	649,817	(23,672)
154	Community Development	8,678	7,625	1,053
161	Police	1,018,437	1,051,161	(32,724)
165	Public Defender	9,859	9,106	753
169	Social Services	18,670	16,388	2,282
173	Sheriff	34,490	34,940	(450)
181	Supervisors	640	702	(62)
185	Probation Office	10,576	9,936	640
187	Log Cabin	2,884	3,014	(130)
213	Academy of Sciences	1,161	885	276
221	Chief Administrative Officer	1,922	2,447	(526)
223	Coroner	2,903	2,635	268
231	Electricity	45,100	44,848	252
243	Public Administrator	850	607	243
245	Real Estate	316	78	238
255	Registrar		322	(322)
261	Tax Collector	300	263	37
265	Weights and Measures	3,711	2,637	1,074
311	Purchasing	1,432	1,759	(327)
413	Architecture	3,600	2,920	680
415	Building Inspection	29,322	24,947	4,375
415.1	FACE	1,457	2,508	(1,051)
417	Building Repair	66,405	58,956	7,449
417.2	Traffic Painting	20,000	22,710	(2,710)
421	Engineering	27,000	17,002	9,998
422	Sanitary Engineering	7,000	4,649	2,351
423	General Office	3,028	2,369	659
426	Water Pollution Control	77,938	23,648	54,290
427	Industrial Waste	5,450	3,524	1,926
429	Sewer Repair	90,000	116,173	(26,173)
431	Street Cleaning	356,152	425,338	(69,186)
513	DPH Administration	13,227	12,543	684
531	Environmental Health	12,746	11,696	1,050
535	Health Centers	1,055	827	228
551	Emergency Hospitals	65,125	70,298	(5,173)

CENTRAL SHOPS
MAINTENANCE AND REPAIR
1980-1981

DEPT. NO.	DEPARTMENT	WORK ORDERS RECEIVED	WORK ORDERS EXPENDED	BALANCE
555	Laguna Honda	$ 14,734	$ 14,463	$ 271
557	General Hospital	18,389	15,987	2,402
567	Mental Health	5,999	6,300	(301)
621	Fine Arts Museum	2,211	1,161	1,050
631	Library	9,185	7,667	1,518
651	Recreation and Park	488,567	466,033	22,534)
653	Candlestick Park	4,807	1,312	3,495
661	School District	18,500	18,076	424
669	Community College	41,411	37,246	4,165
681	Street Repair	237,263	186,547	50,716
683	Traffic Engineering	26,812	26,360	452
686	Tree Planting	26,000	29,479	(3,479)
725	Airport	53,800	9,646	44,154
	Police-Fire Vehicle Outfitting	142,836	67,611	75,225
	SUB TOTAL	$3,698,154	$3,565,263	$ 132,891
	Equipment & Machinery Maintenance & Repair			
145.1	Equipment & Houses	$ 207,000	$ 187,348	$ 19,652
145.3	High Pressure	25,000	23,226	1,774
	Public Works, Schools, City College, etc.	$ 241,523	$ 248,782	$ (7,259)
	SUB TOTAL	$ 473,523	$ 459,356	$ 14,167
	TOTAL	$4,171,677	$4,024,619	$ 147,058

HOW CENTRAL SHOPS EXPENDED WORK ORDER FUNDS
1980-81 FISCAL YEAR



1980-81	Total Work Orders Expended	$ 4,024,619.00
1979-80	Comparison	
	Work Orders Expended	$ 3,557,682.00
	Title II Expended	37,985.00
		$ 3,595,667.00

CENTRAL SHOPS FUEL STATIONS

In 1980-81 fiscal year, the price of fuel increased again, although at a lower rate than the 1979-80 year.

The cost of automotive fuel rose this year from the previous year cost of $1.004 per gallon to $1.119 for leaded fuel and from 1.03 to 1.26 unleaded.

For the entire year fuel dispensed from Central Shops stations averaged $1.1057 per gallon, an increase of 23.4%. This compares with a 44.4% increase last year.

Fuel dispensed by Central Shop Stations:

	GALLONS	COST
#1 ARMY STREET (DPW)	317,580	$ 308,462.00
#2 QUINT STREET	238,836	273,599.00
#4 19TH AVENUE (DPW)	29,200	34,966.00
#6 HALL OF JUSTICE	721,512	826,657.00
#7 IVY STREET (DPH)	10,301	13,013.00
	1,317,429 Gals.	$1,456,697.00

As a service to the Police Department, fuel directly purchased by that department and dispensed at their district police stations, is included in our computerized fuel data.

A total of 231,001 gallons was dispensed at a cost of $279,294.00 an average of $1.209 per gallon.

The higher per gallon cost is the result of police purchases in lesser quantities to fill their minimal storage capacity.

Total annual Police Department gasoline consumption from Central Shops and Police fueling facilities was 665,995 gallons at a cost of $774,969.00.

CENTRAL SHOPS
AUTOMOTIVE FUEL
1980 - 1981

DEPT. NO	DEPARTMENT	FUNDS RECEIVED	FUNDED EXPENDED	FUNDS BALANCE	FUEL IN GALLONS
111	Adult Probation	$ 2,560	$ 2,608	$ (48)	2,242
113	Art Commission	2,600	1,500	1,100	1.308
115	Assessor	885	820	65	718
117	City Attorney	50	22	28	15
119	City Planning	1,500	1,345	155	1,174
121	Civil Service	50	41	9	32
123	Controller	290	354	(64)	303
131	Emergency Services	3,348	2,242	1,106	1,930
141	District Attorney	24,424	21,895	2,529	18,896
141.2	Family Support	3,000	3,244	(244)	2,781
145	Fire Department	1,000	675	325	480
154	Community Development	14,812	17,026	(2,214)	15,041
161	Police Department	492,950	500,776	(7,826)	665,956
165	Public Defender	5,000	7,037	(2,037)	6,045
169	Social Services	21,560	21,292	268	18,442
173	Sheriff	29,500	33,400	(3,900)	28,686
181	Supervisors	355	350	5	302
185	Probation Office	6,300	6,248	52	5,405
187	Log Cabin	370	224	146	195
213	Academy of Sciences	2,000	2,249	(249)	1,948
221	CAO	650	354	296	299
223	Coroner	3,700	3,570	130	3,098
231	Electricity	32,800	31,097	1,703	27,312
243	Public Administrator	1,550	1,970	(420)	1,690
245	Real Estate	200	120	80	101
255	Registrar	3,200	2,994	206	2,755
261	Tax Collector	765	792	(27)	680
265	Weights and Measures	4,351	2,680	1,671	2,346
311	Purchasing	2,232	1,822	410	1,604
312	Central Shops	13,996	12,332	1,664	10,974
413	Architecture	3,225	3,442	(217)	2,984
415	Building Inspection	26,067	26,006	61	22,541
415.1	FACE	2,858	3,120	(262)	2,683
417	Building Repair	43,835	49,503	(5,668)	43,970
417.2	Traffic Painting	5,000	9,471	(4,471)	8,950
421	Engineering	19,416	19,816	(400)	17,142
422	Sanitary Engineering	4,950	5,212	(262)	4,617
423	General Office	2,861	2,871	(10)	2,488
426	Water Pollution	18,450	19,876	(1,426)	17,602
427	Industrial Waste	6,174	7,297	(1,123)	6,400
429	Sewer Repair	63,012	65,756	(2,744)	59,111
431	Street Cleaning	183,030	189,055	(6,025)	163,669

CENTRAL SHOPS
AUTOMOTIVE FUEL
1980 - 1981

DEPT. NO	DEPARTMENT	FUNDS RECEIVED	FUNDED EXPENDED	FUNDS BALANCE	FUEL IN GALLONS
513	DPH Administration	$ 5,725	$ 7,177	$(1,452)	6,160
531	Environmental Health	11,385	11,843	(458)	10,184
535	Health Centers	1,150	1,003	147	870
551	Emergency Hospitals	88,437	86,262	2,175	74,580
555	Laguna Honda	3,050	2,452	598	2,077
557	General Hospital	22,405	21,628	777	18,947
567	Mental Health	13,150	13,102	48	11,343
621	Fine Arts Museum	1,205	1,322	117	1,149
631	Library	5,500	5,905	(405)	5,133
651	Recreation and Park	21,070	22,982	(1,912)	19,762
661	School District	65,943	66,311	(368)	52,818
669	Community College	5,435	5,561	(126)	4,930
681	Street Repair	81,370	81,368	2	64,256
683	Traffic Engineering	32,627	32,208	419	28,718
686	Tree Planting	13,750	19,975	(6,225)	16,849
725	Airport	1,200	1,193	7	946
735	Muni Railway	7,500	255	7,245	217
755	Hetch Hetchy	5,550	5,697	(147)	4,469
775	Port Commission	1,200	129	1,071	91
		$1,442,528	$1,468,877	$(26,349)	1,548,254

VEHICLE REPLACEMENT PROGRAM

In 1977-78 the Budget Authorities, recognizing that scheduled replacement of older, high mileage and essential automotive equipment is a prudent, cost effective approach to automotive fleet operation, took steps to initiate a replacement program.

The responsibility of administrating the program was given to the Purchasing Department, Central Shops.

The new procedure was restricted to automobilies and trucks up to 3/4 ton capacity and to some forty General Fund Departments and Bureaus.

Only replacement vehicles were included in this program and then only after each vehicle considered was carefully inspected and appraised as to condition and usage.

In specifying the replacement vehicles the goal was to purchase the most practical unit possible with major consideration given to economy of operation.

"Gas guzzlers" were avoided and the majority of units were modestly powered four cylinder machines.

The 1977-78 fiscal year was budgeted in the amount of $386,480.00. 76 autos and trucks were replaced with new units.

1978-79 was budgeted for $ 358,300.00 and 70 vehicles were replaced.

The 1979-80 fiscal year saw the budget request halved to $ 188,295.00, an amount sufficient to replace 38 vehicles.

No funds were approved for 1980-81 vehicle replacement.

It was disappointing to see this cost effective program halted for the year.

The end result is that we must pay the price of maintaining older, fuel inefficient vehicles.

Of the vehicles that are included in this replacement group 222 automobiles or 47% of the total general use (non-emergency) cars are over age while 176 or 39% of the light trucks and vans qualify for replacement due to longivity of service.

CONCLUSION

The responsibility of the Central Shops continues in a growth pattern as the automotive fleet and the related demand for services expand.

New or expanded programs - grant funding and private sector donations continually provide additional vehicles that which require additional fuel and an increasing need for maintenance and repair.

Replacement of overage and fuel inefficient vehicles is a haphazard affair guided primarily by a desire to limit budget purchasing expenditures with minimal consideration being given to operational and maintenance costs of the obsolete vehicles.

The present Central Shop (Quint St.) facility is now 22 years old, and though more than adequate for its purpose in its early years is now over crowded and lacking in contemporary design promotive of maximum efficiency.

Though it is not expected that an early replacement of the shop facility could be realized we could increase its potential life cycle by a more realistic automotive vehicle replacement program.

This would permit a greater use of the shops for preventive maintenance and minor repairs on late model vehicles rather than space and time consuming major repair and rehabilitation to overage and obsolete units.

Since its 1959 move to the present 800 Quint Street location the Central Shops has seen the automotive fleet grow from 1,560 units to over 3,200. Total staff went from 94 employees, with 73 assigned to automotive service and repair, to our present staff of 104 with 81 in automotive shops. A 100% increase in the fleet with an 11% increase in mechanics.

Presently we are particularly understaffed in the areas of our responsiblity to the Police Fleet and to the rapidly growing Bureau of Street Cleaning.

Our commendable city drive for cleaner streets has expanded the automotive equipment in that department. Power operated sweepers, alone, have increased from 16 to 34 units in the past few years with a resultant demand for automotive craft skills that we can only partially fulfill due to limitations in staffing.

ANNUAL REPORT

FISCAL YEAR

1981 - 1982

City and County

of

San Francisco

Purchasing Department

- BUYING DIVISION
- PERSONNEL & ACCOUNTS DIVISION
- STORES & EQUIPMENT DIVISION
- REPRODUCTION DIVISION
- CENTRAL SHOPS DIVISION

ROBERT TECCO

ACTING DIRECTOR OF PURCHASING AND SERVICES

OCTOBER 10, 1982

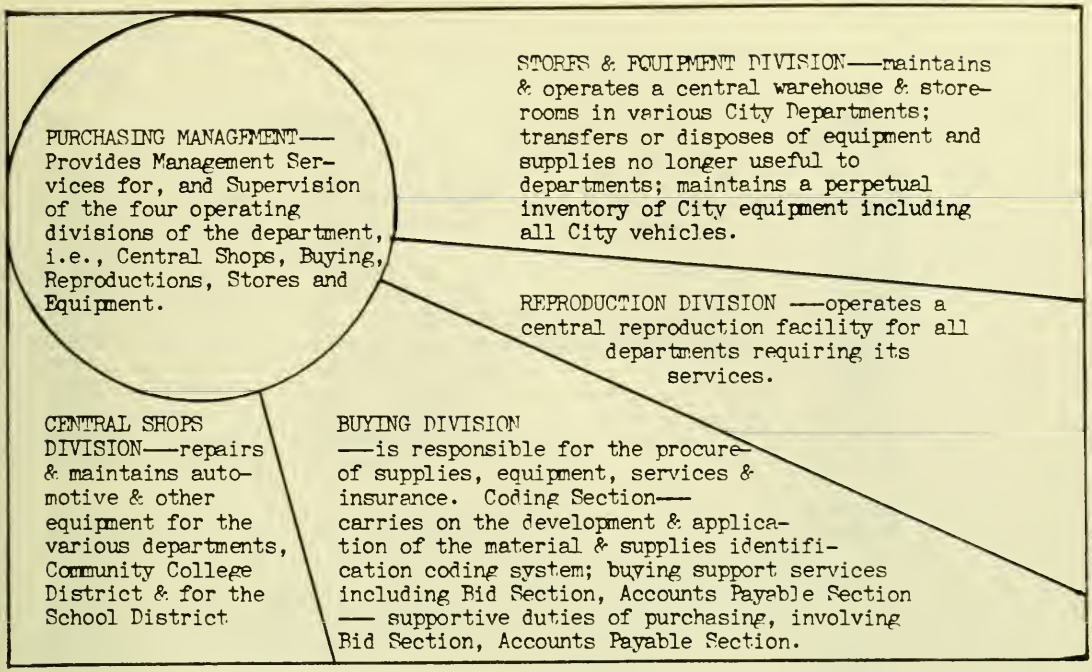
Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Boas:

The Annual Report of the Purchasing Department for the fiscal year ending June 30, 1982, is submitted herewith in accordance with the provisions of Section 3.501 of the Charter of the City and County of San Francisco.

Very truly yours,

ROBERT TECCO
Acting Director of Purchasing and Services



PURCHASING DEPARTMENT:
J. C. Gavin - Director of Purchasing and Services (Dept Head through 3-22-82)
R. Tecco - Acting Director of Purchasing and Services (from 3-23-82)
G. Gondran - Accounting
E. Tom, - Secretarial
J. Stovall - Contracts, Bonds, and Insurance Administration
J. Keating - Personnel Administration

BUYING DIVISION:
R. Erickson - Supervising Purchaser, (Division Head)
G. Burket - Senior Purchaser, Specifications & Standardization
J. Breslin - Senior Purchaser, San Francisco International Airport
F. Lahaderne - Senior Purchaser, Municipal Railway
B. Savant - Senior Purchaser, San Francisco General Hospital Medical Center

BUYING DIVISION SUPPORT SERVICES:
H. Lundie - Chief Clerk (Division Head)
R. Saizar - Principal Clerk
N. Poon - Principal Acct. Clerk

STORES & EQUIPMENT DIVISION:
H. Gheno - Stores & Equipment Supervisor (Division Head)
K. Wilson - Stores & Equipment Assistant Supervisor

REPRODUCTION DIVISION:
E. Fundis - Blueprint & Reproduction Manager (Division Head)

CENTRAL SHOPS DIVISION:
A. M. Flaherty - General Superintendent of City Shops (Division Head)
E. Franke - Assistant Superintendent of City Shops

SEPARATIONS

RETIRED

NAME	POSITION	RETIRED
SHAW, Robert M.	Auto Machinist	1-01-82
CARIGNANI, Adrian J.	Sr. Storekeeper	1-28-82
MANINI, Jerry	Auto Machinist	1-30-82
ZYLSTRA, Ann I.	Clerk	2-01-82
WILLIAMSON, Jay B.	Metalsmith	1-30-82
PAULSON, Phillip A.	Auto Machinist	2-04-82
GAVIN, Joseph C.	Dir. of Purchasing and Services	4-21-82
DESMOND, Robert P.	Automotive Service Worker Asst. Spvr.	6-01-82
MUNOZ, Louise I.	Inventory Clerk	7-01-81
SAMORA, Gilbert V.	Auto Mechanic	8-07-81
QUINN, James	Auto Machinist	9-01-81
KRIEGISH, Joseph J.	Storekeeper	10-01-81
WITHERS, Stanley L.	Storekeeper	10-19-81
		DECEASED
WOOD, David	Sr. Storekeeper	6-20-82

RECAPITULATION OF WORK ACCOMPLISHED:

DIVISION	UNIT	1980-1981	1981-1982
Buying	Purchase Orders	17,827	16,142
	Dollar Amount	$ 32,609,344.00	$ 30,619,697.00
	Term Purchase Agreements	$ 75,497,757.00	$ 76,267,696.47
	Personal & Professional Service Contracts Amount	$ 60,015,125.00	$146,784,812.42
	TOTAL	$168,122,226.00	$253,672,205.89
Personnel & Accounts	Bids Processed:		
	Price Quotations (270s)	4,111	6,541
	Informal Bids	2,696	2,832
	Formal Bids	253	228
	Term Contracts	167	156
	Purchase Order Discounts Earned	$ 110,045.95	$ 134,595.51
	Sale of City Documents	$ 8,527.07	$ 8,995.06
Stores & Equipment	Surplus Sales Amount	$ 268,968.75	$ 213,017.76
	Warehouses in Operation	16	14
	Average Daily Inventory on hand	$5,231,837.00	$4,616,053.70
Reproduction	Services Rendered Amount	$ 257,230.00	$ 265,770.40
Central Shops	Expenditures	$4,024,619.00	$4,663,825.00
	Gasoline Dispensed	$1,456,697.00	$1,632,691.00
	(Gallons)	1,317,429 gals.	1,335,896 gals.

BUYING DIVISION

The Buying Division, under the supervision of the Supervising Purchaser is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County Agencies they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions are as follows:

I. BUYING - BIDS AND AWARD

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. BUYING - RELATED FUNCTIONS

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

BUYING PERSONNEL

The buying staff consists of the following personnel:

1 - SUPERVISING PURCHASER
Raymond F. Erickson

4 - SENIOR PURCHASERS
George F. Burket - Specifications and Standardization
James Breslin - San Francisco International Airport
Felix Lahaderne - San Francisco Municipal Railway
Bernard Savant - San Francisco General Hospital Medical Center

7 - PURCHASERS
Douglas Goodspeed
Claude Webster
Joseph Sealy
Donald Wein
Joseph Tortorella
Rick Kimball
Emmanuel Del Rosario (Temp)

2 - PURCHASERS (PRINTING)
Robert Runneals
Suzanne Stephens

OPERATIONS

1. Purchasing workload is assigned to the individual buyer on a broad commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment is also spread throughout the buying staff to prevent an overload on any particular buyer. The vast number of commodities (100,000) and the insufficient staff (9 buyers) makes it totally impossible for buyer specialization in any commodity.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actural use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The forms devised for this purpose make it easier for departments to furnish desired information for bid purposes.

4. As time is available, personnel are assigned to:

   a. Review specifications, forms, and procedures.

   b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desireable.

5. Whenever practical, term contracts are entered into for various services and commodities that are in general use by several departments or are recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

BID SECTION

This section is responsible for typing and mailing all formal and informal bids, price quotations, term contracts and the awards as directed by the Buying Division. The section utilizes (for the first time) a Word Processing System which has greatly enhanced the quality of and expedited contractual documents, awards, and correspondence; tabulation of bids (microfilmed record of all bids); extensions and additions checked on the requisitions, plus calculation of sales tax then assignment of the purchase order numbers. After the assignment of the purchase order number the order is xeroxed with seven (7) documents resulting: Vendor's copy - white, Controller's copy - blue, Purchaser's copy - green, Material Received Report - yellow, and two white copies for the department, plus the Advance copy - orange, for the department. The section also maintains the requisition register, vendor register and the purchase order register; handles departmental pay check distribution; and the sale of various City documents.

ACCOUNTS PAYABLE SECTION

Purchase orders are processed for payment after receipt of the MRR (Material Received Report) from the department. The amount is verified with the invoices and packing slips received, then sent to the Controller for payment. The date is posted in the Purchase Order Register when the order is sent to the Controller's Office for payment or when a Purchase Order is cancelled.

With the implementation of the Vendor Code by the Controller's Office, it was hoped that the payments of purchase orders could have been completed more rapidly, but with the advent of a new City wide accounting system this expectation was not realized.

The number of purchase orders to be prepared and processed is not constant, chiefly due to the fact that the requisitions do not flow into the department uniformly. Consequently, there are times when high production cannot be sustained because of diminished personnel caused by vacation, illness unfilled positions or other conditions beyond Purchasing's control. However, continual effort is made to process the requisitions and the subsequent purchase orders with upmost speed, accuracy and efficiency.

Discounts Taken

Month	1980-1981	1981-1982
July	$ 13,605.31	$ 12,968.44
August	6,215.26	5,418.36
September	6,005.85	6,271.43
October	15,919.07	6,605.85
November	4,968.66	9,226.80
December	8,313.90	12,809.46
January	10,845.48	9,510.36
February	5,333.38	8,793.89
March	8,555.49	9,037.59
April	11,161.33	15,098.95
May	9,149.38	12,106.43
June	9,972.84	26,747.95
	$110,045.95	$ 134,595.51

Discounts Lost

Month	1980-1981	1981-1982
July	$ 2,228.41	$ 728.47
August	1,322.58	1,889.48
September	1,462.18	1,899.91
October	725.44	1,429.46
November	2,889.93	1,896.62
December	584.36	729.45
January	720.89	1,409.10
February	711.99	605.62
March	628.53	1,618.44
April	808.76	976.10
May	655.23	1,600.76
June	1,553.62	759.85
	$ 14,291.92	$ 15,543.26

CODING SECTION

The Coding Section commenced operations in October, 1962. It was established to furnish the City and County of San Francisco with statistical data about commodities procured by the Purchasing Department for the various City departments and to create a uniform code in all departments for ordering and inventory. The goals of the coding system were to achieve the following:

1. Computerized Inventory Control
2. Standardization of Material & Supplies
3. Budgetary Information
4. Selection of Effective Ordering Quantities
5. Information for Interdepartment Transfers of Surplus Commodities
6. Reduction in Inventory Requirements.

In 1979-80, the City's Material and Equipment Coding and nomenclature system was eliminated when the position of Coding Supervisor, Class 1948, was deleted from the Purchasing budget.

For three years prior to fiscal year 1979-80, the coding supervisor position was vacant due to retirement of the incumbent who had accumulated maximum vacation and sick leave benefits and to subsequent budget cuts by the Board of Supervisors. However, an attempt was made to keep the system partly operational through the use of temporary help becuase it was felt that this function greatly enhanced the existing manual system by providing a definitive code and nomenclature identification to any item in the system and was to be the key to the installation of an automated purchasing system.

In fiscal year 1979-80, on the recommendation of the Budget Analyst of the Board of Supervisors, funding for the position of Coding Supervisor was denied and the position eliminated. The resultant effect was the loss of a very valuable and essential tool needed to maintain the integrity of the present system, but absolutely essential for the modernization of a City wide procurement and inventory control system.

The fact that the City has spent more than ten years and tens of thousands of dollars in developing such an outstanding commodity code system received little, if any consideration when it was decided to defund the activity. The value of the system is evident by the fact that it has been put into use by public agencies nationwide. To indicate the degree of deterioration of the system since elimination of the position, one needs only to look at the quality of the "requisitions for purchase order" received from the departments. Items ordered by the departments without commodity codes (or verifiable codes) cannot be properly identified, causing the buying staff to spend valuable purchasing time on item identification.

Two major departments are initiating automated inventory control and purchasing systems, but it doesn't appear prudent to initiate these systems without a similar capability in the central purchasing system. All systems would rely on the commodity code for a data base.

Had the total purchasing and inventory control system, based on the commodity code, been in effect these many years, both the Office of the Mayor and the Board of Supervisor would have had at their finger tips the exact expenditures for all City Departments for the total costs of supplies and equipment for any given period.

In view of the foregoing, it is recommended that the position of 1948 Coding Supervisor be reestablished and funded so that the coding systym can be resurrected and used as the coding basis for the Department's inevitable automated purchasing system.

MANAGEMENT

Provides management services for and supervision of the four operational divisions of the department, i.e., Central Shops, Buying, Reporduction, Stores and Equipment.

PAYROLL SECTION

The payroll section posts time report information to timerolls including information of time worked, vacations, leaves, overtime and similar information reflecting employee activities during a pay period. This section also provides information to employees and others on employment processes, leave problems, salaries and wages plus any other requests for information regarding departmental personnel and payroll activities.

ACCOUNTING SECTION

This section gathers data relative to the preparation of the Purchasing Department budget; maintains the posting of expenditures and control of the accounts and prepares reports for these accounts; compiles financial reports and tax statements; approved departmental receipts for deposit with the City Treasurer; plus varied accounting duties.

REPRODUCTION DIVISION

The Reproduction Division provides the following centralized reproduction services to City Departments on request:

a. Ammonia Printing (for architectual drawings)
b. Photograph
c. Offset printing (up to 17 x 22 inches)
d. Microfilming and prints from microfilming (18" x 24")
e. Self service copiers
f. Copies of City maps to the public

STORES AND EQUIPMENT BUREAU

Director of Purchasing and Services - Robert Tecco

Stores and Equipment Supervisor - Harry Gheno

Stores and Equipment Assistant Supervisor - Kenneth Wilson

Stores Division, Inventory and Sales Sections

One (1) Senior Clerk Stenographer (filled temporary)
One (1) Senior Clerk Typist (permanent)
Eleven (11) Senior Storekeepers (7 permanent, 2 temporary, 2 unfilled)
Twenty-seven (27) Storekeepers (13 permanent, 14 temporary)
Ten (10) Assistant Storekeepers (2 permanent, 7 temporary, 1 unfilled)
Two (2) Inventory Clerks (2 filled temporary)

The Purchasing Department's Stores and Equipment Bureau, operates and maintains a Central Warehouse and fourteen (14) storerooms in various City Departments. This Bureau is responsible for the following functions:

1. Requisitioning, receiving, and storing and issuing materials, supplies and equipment for use by various City and County Departments.

2. Sale of surplus and obsolete City property.

3. Equipment exchanges between departments.

4. Maintaining a perpetual inventory of all office supplies and equipment in all of the storerooms and warehouse stock.

5. Registering of all City vehicles and distributing traffic citations to the City Departments.

6. Acquiring and distributing gasoline credit cards and reporting any lost or stolen cards and requesting for replacements and additional cards.

7. Processing vending machine permits for various City Departments.

8. Processing documents for lost and/or stolen City property to the Board of Supervisors.

9. Maintaining a perpetual inventory of all new and re-assigned furniture and equipment for all City Departments and furnishing decals to be affixed on the property.

The following locations, with a total storage capacity of approximately 567,876 square feet, are staffed and operated by the Stores and Equipment Bureau:

DEPARTMENT	LOCATION	TYPE	INVENTORY AMOUNT
Purchasing	Central Warehouse 1200 - 15th Street	Stationery	$ 29,537.14
		Janitorial for Fire Dept.	$ 13,097.50
	Central Shops 1800 Jerrold Avenue	General Auto/Truck	$ 69,274.20
Public Health	San Francisco General Hospital 1001 Potrero Avenue	General Food/Medical	$ 682,855.47
	Laguna Honda Hospital 375 Laguna Honda Blvd.	General Food/Medical	$ 378,344.00
Muni Railway	Woods Division 1095 Indiana Avenue	General/Bus	$ 618,710.27*
	Kirkland Division 151 Beach Street	General/Bus	$ 39,564.79*
	Metro Center 2200 San Jose Avenue	General/ Street Car/LRV	$ 628,103.85*
	Potrero Division 2500 Mariposa	General/ Trolley Coach	$ 520,959.20*
	Presidio Division 875 Presidio Avenue	General/ Trolley Coach	$ 89,919.39
Water	1990 Newcomb Avenue	Regular Stock	$ 792,160.25
		Meters	$ 145,838.36
Hetch Hetchy	Moccasin	General	$ 87,871.00
Int'l Airport	South San Francisco	General	$ 99,815.73
Public Works	2323 Army Street	General	$ 229,193.05
Electricity	901 Rankin Street	General	$ 76,820.89
Rec & Park	Golden Gate Park	General	$ 113,988.61
		TOTAL	$4,616,053.70

*NOTE: Amounts of non-coded items are not included in the inventory: Muni-Woods - $1.6 million; Muni-Kirkland - $7,000; Muni-Metro - $5 million LRV parts; Muni-Potrero - $3,000 Trolley Coach Parts.

CENTRAL WAREHOUSE - STORES DIVISION

1. Provides storage space for furniture, supplies and equipment for:

   a. Mayor's Office of Employment and Training - typewriters, office furniture, equipment, etc.

   b. Public Administrator - possessions of deceased persons.

   c. Controller's Office - FIRM Accounting Forms (free).

   d. Department of Public Works - pipes, sheet metal, plywood, paint, tires, etc.

   e. Fire Department - janitorial supplies.

   f. Purchasing, Main Office - photocopying paper for Reproduction Division, Charters and other forms.

   g. Art Commission - $100,000.00 W.P.A. Diorama of San Francisco.

   h. Temporary storage space for other departments when needed.

2. Provides storage space for surplus furniture, (such as desks, chairs,) and equipment until re-issued to the City Departments or sold at the sealed bid auction.

3. Provides space for surplus motorcycles and motorscooters to ensure security and convenience until the sale.

4. Accumulates scrap metal, recyclable paper, x-ray film, and other materials for continuous term sales.

5. Provides standard stationery supplies for all City Departments; receiving, storing and issuing Controller's forms on an "as needed" basis and delivers supplies to City Hall Departments.

6. Provides back-up personnel to relieve other storerooms due to vacations, illnesses and extended sick leaves, etc.

7. Assists in preparing materials and equipment for sealed bid auction and to show prospective bidders on inspection days the items which are available for sale.

8. Provides overnight storage for Purchasing Department's Stores Division's vehicles.

9. Provides on the second floor, office space, vault, a room for closed files, and other needed space for use by the Bureau of Stores and Equipment of the Purchasing Department and its personnel.

STORES DIVISION - (continued)

During the fiscal year 1981-1982, the following employees have either retired, resigned or transferred from the Stores and Equipment Bureau:

1. Daniel Libre, Assistant Storekeeper
2. Joseph Kriegish, Storekeeper
3. Eileen Granich, Senior Clerk Stenographer
4. Raymond Siu, Clerk Typist
5. Jacoby Barnes, Assistant Storekeeper
6. Adrian Carignani, Senior Storekeeper
7. Gordon Chew, Assistant Storekeeper
8. Henny Lee, Storekeeper

On June 20, 1982, Mr. David Wood, Storekeeper passed away.

INVENTORY SECTION

This Section is responsible for the equipment inventory for all City Departments. As new equipment is purchased, the information is documented and the necessary papers forwarded to the requisitioning department with decals to be affixed on the new equipment. A perpetual equipment inventory for most City Departments is maintained on magnetic tape in the Controller's E.D.P. Section, and printouts for the departments are provided when requested. If an item of equipment is lost, damaged, or stolen, the Inventory Section is notified, a follow-up investigation is made, and a report sent to the Board of Supervisors from the Director of Purchasing and Services, through the Chief Administrative Officer, to obtain permission to delete the item from the department's perpetual inventory records.

This Section also performs the following additional functions:

1. Assisting in relocation of City offices and to furnish materials for the move, if necessary.

2. Assisting the Sales Section in the sale of all surplus commodities.

3. Assisting in the preparation and delivery of 518 stationery orders for the City Departments.

4. Maintaining furniture and equipment inventory, which does not include utilities, total value of $17,000,000.00.

5. Maintaining inventory of 4,432 vehicles, total value of $54,689,108.82.

SALES SECTION

This Section is responsible for the sale of all scrap and surplus City property under the provisions of Section 7.100 of the City Charter. For each sale, items are listed and categorized, sales advertised, bids accepted and awards made. Receipts from sales are deposited with the City Treasurer within 24 hours. Records and correspondence pertaining to each sale are compiled by the Sales Section and recorded with the Purchasing Department's General Office.

Forty (40) sales were conducted by this Section. A general breakdown of the sales for the fiscal year 1981-82 are as follows:

SALE NUMBER	DESCRIPTION	SALES REVENUE
1202	Grease & Bones	$ 1,055.39
1302	IBM Cards, Printouts & Mixed Paper	1,320.25
1312	Fareboxes	143.82
1322	X-ray Film	48,274.04
1325	Scrap Metal	20,098.19
1342	Drain Oil	1,386.79
1355	White Ledger Paper	228.67
1361	Surplus Parking Meters	15.98
1365	IBM Cards, Printouts & Mixed Paper	10,074.76
1373	Drain Oil	7,684.48
1374	White Ledger Paper	2,082.00
1375	55-Gallon Metal Drums	354.00
1376	Paper Cutter	375.00
1377	Vehicles/Motorcycles/Scooters	5,364.00
1378	Radio Equipment	80.00
1379	Radio Equipment	23.32
1380	Vehicles	15,616.88
1380A	Vehicles	6,346.88
1381	California Cable Car	639.00
1382	Surplus Parking Meters	21,364.45
1384	Vespa Scooters/Cushman Motorcycle	1,442.00
1386	Miscellaneous Furniture & Equipment	1,620.08
1387	Laundry Equipment & Hoist	5,166.00
1388	Grease & Bones	655.51
1389	Vehicles	11,213.11
1389A	Vehicles	5,978.49
1390	Used .38 Caliber Brass Casings	3,988.70
1391	Miscellaneous Equipment	838.39
1391A	Miscellaneous Equipment	273.89
1392	Ranges	750.00
1392A	Ranges	1,000.00
1393	Miscellaneous Equipment	1,999.20
1394	Miscellaneous Equipment	389.89
1395	Motorcycles	8,406.33
1396	Brake Lining Kits	460.08
1397	Vehicles	17,079.20
1398	Tires	209.50
1400	Trailbike Motorcycles	3,974.62
1401	Office Furniture	1,019.65
1402	Bryant Street Scrap Metal	4,025.22
		$213,017.76

SALES SECTION (Continued)

REVENUE RECEIVED FROM PAST FISCAL YEARS:

FISCAL YEAR	SALES REVENUE
1977-1978	$188,451.00
1978-1979	$327,625.43
1979-1980	$300,330.04
1980-1981	$268,968.75
1981-1982	$213,017.76*

*During this fiscal year, less revenue was received due to the continuous decrease in market prices for recyclable paper, scrap metal and other term sales.

PURCHASING DEPARTMENT CENTRAL SHOPS DIVISION

1981-1982 ANNUAL REPORT

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CENTRAL SHOPS STAFFING

FIRE APPARATUS SHOP

LADDER & PATTERN SHOP
PAINT SHOP
ELECTRIC SHOP
BLACKSMITH SHOP
UPHOLSTERY SHOP

TRUCK SHOP

QUINT ST. SERVICE STATION
QUINT ST. TIRE SHOP
19TH AVE. SERVICE STATION
ARMY ST. (DPW) SERVICE STATION & SHOP

AUTO & LIGHT TRUCK SHOP

MACHINE SHOP

RECREATION AND PARK SHOP

HALL OF JUSTICE SERVICE STATION
Motorcycle Shop

AUTOMOTIVE VEHICLE INVENTORY
Maintenance & Repair Statement

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PURCHASING DEPARTMENT
CENTRAL SHOPS DIVISION

1981-1982 ANNUAL REPORT

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repair of City and County equipment.

In compliance the Central Shops, at 1800 Jerrold Avenue, and allied facilities provide all necessary mechanical maintenance, repair, and support service for all City departments and divisions (exception, Public Utilities). It is the responsibility of the Shops to inspect, appraise and make recomendations on all City owned vehicles contemplated for replacement and to aid the various departments in the writing of specifications; to receive and approve all new vehicles delivered to the City, and to outfit and prepare these vehicles for service.

By an amendment of Charter 4 of the Administrative Code, the Shops are now directly funded under Index 314 of the Annual Budget, for the purchase of automobiles and light trucks to be assigned to 76 various City departments and bureaus.

Other Central Shops operations include Golden Gate Park Shop, providing maintenance for Recreation and Park Department equipment; Hall of Justice Service Station, where fuel and lubricants are provided for Police and other City cars, along with inspection and light maintenance for Police autos and motorcycles, Department of Public Works, Army Street Yard, where fuels, lubricants, preventive maintenance and inspection are provided for Public Works vehicles.

All shop funding is through Interdepartmental Work Orders. This method provides that funds approved in an operating departments budget for a specific service be appropriated, by means of a Work Order to the department performing that service. The performing department is then responsible for administrating the funds and providing the operating department services within the fund limitation.

Administration of the Shops, under the Director of Purchasing is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent, aided by Mr. Edward A. Franke, Assistant Superintendent.

The Central Shops, Jerrold Avenue operation, has four main maintenance shop areas. (1) Auto and Light Truck Shop (2) Heavy Truck and Equipment Shop (3) Fire Apparatus Shop (4) Machine Shop and the following auxiliary shops; Metalsmith, Pattern and Ladder Shop, Auto Paint, Hose, Upholstery, Body and Fender, Tire Service Station.

PURCHASING DEPARTMENT

CENTRAL SHOPS DIVISION
1981-1982 ANNUAL REPORT

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Along with the responsibilities for the maintenance and repair of mechanical equipment in school building, sewage - plants, pumping stations, public buildings, etc., the Shop maintains 3,281 units of the City-owned automotive fleet. These vehicles and machines have a replacement value of approximately 32 million dollars.

The 1981-82 Budget approved 104 employees in the Central Shops Budget.

CENTRAL SHOPS EMPLOYMENTS 1981-82 BUDGET

EMERGENCY VEHICLE & EQUIPMENT REPAIR COLUMN I
GENERAL PURPOSE VEHICLE & EQUIPMENT REPAIR COLUMN II
TOTAL EMPLOYEES BY CLASS COLUMN III

		COLUMN I	COLUMN II	COLUMN III
1222	Sr. Payroll & Pers. Clerk	1		1
1424	Clerk Typist	1		1
1652	Sr. Accountant	1		1
1934	Storekeeper	1		1
7150	City Shops General Sup't.	1		1
7277	City Shops Asst. Sup't.	1		1
1630	Account Clerk		1	1
1632	Sr. Account Clerk		1	1
1823	Sr. Adm. Analyst		1	1
7258	Maintenance Machinist Supv.		1	1
7387	Upholsterer	1		1
7389	Metalsmith	2	2	4
7249	Auto Mechanic Supervisor	1		1
7254	Auto Machinist Supervisor	2	1	3
7306	Auto Body & Fender Worker	2	1	3
7309	Car & Auto Painter	3	1	4
7313	Auto Machinist	16	11	27
7315	Auto Mach. Asst. Supv.	1	1	2
7332	Maintenance Machinist	3	6	9
7358	Pattern Maker	2		2
7381	Auto Mechanic	7	4	11
7382	Auto Mechanic Asst'. Sup'v.	1		1
7410	Auto Service Worker	15	10	25
7412	Auto Service Wkr. Asst. Supv.		1	1
	TOTAL	62	42	104

UNITS OF CITY-OWNED AUTOMOTIVE EQUIPMENT BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JULY 10, 1982

DEPT. NO	DEPARTMENT	NO. OF VEHICLES
111	Adult Probation	7
113	Art Commission	5
115	Assessor	2
117	City Attorney	2
119	City Planning	2
121	Civil Service Commission	1
123	Controller	1
131	Emergency Services	5
141	District Attorney	32
145	Fire Department	252
154	Community Development	10
161	Police Dept.-Autos & Trucks & etc.	512
161	Police Dept.-Motorcycles	322
165	Public Defender	8
169	Social Services	41
173	Sheriff	54
181	Board of Supervisors	1
185	Juvenile Court	22
187	Log Cabin	8
193	Moscone Center	2
213	California Academy of Sciences	7
221	Chief Administrative Officer	1
223	Coroner	8
231	Dept. of Electricity	54
243	Public Administrator	3
245	Real Estate	1
247	Civic Auditorium	4
255	Registrar of Voters	2
261	Tax Collector	8
265	Weights and Measures	8
311	Purchasing-Main Office	30
312	Purchasing-Central Shops	2
	Department of Public Works	
413	Architecture	8
415	Bldg. Inspection	50
417	Bldg. Repair	125
417.2	Traffic Painting	26
421	Engineering	24
422	Sanitary Engineering	5
423	General Office	1
424	Personnel Admin.	2
426	Water Pollution Control	31
427	Sewage Tratment	9
429	Sewer Repair	111
431	Street Cleaning	143

UNITS OF CITY-OWNED AUTOMOTIVE EQUIPMENT BY DEPARTMENT
PER IBM INVENTORY RUN AS OF JULY 10, 1982

DEPT. NO	DEPARTMENT	NO. OF VEHICLES
	Public Health Department	
513	Administration	10
531	Food & Sanitary Inspection	30
535	Health Centers	3
551	Emergency Hospitals	15
555	Laguna Honda Hospital	15
557	S.F. General Hospital	21
567	Mental Health	16
621	Fine Arts Museums	4
631	Public Library	7
651	Rec. and Park-General	219
651-S	Rec. and Park-Non-Auto	604
653	Candlestick Park	16
661	S.F. Unified School District	100
669	City College	53
	Department of Public Works	
681	DPW-Street Repair	103
683	Bureau of Engineering	58
684	Road Fund	11
686	DPW-Tree Planting	44
	GRAND TOTAL	3,281

CENTRAL SHOPS

MAINTENANCE AND REPAIR
1981-1982

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	WORK ORDERS EXPENDED	BALANCE
111	Adult Probation	$ 5,400	$ 5,227	$ 173
113	Art Commission	1,725	1,145	580
115	Assessor	1,000	876	124
117	City Attorney	3,000	1,881	1,119
119	City Planning	1,920	1,773	147
121	Civil Service	528	528	--
123	Controller	180	82	98
131	Emergency Services	2,526	2,526	--
141	District Attorney	19,014	19,493	(479)
141.2	Family Support	6,800	6,037	763
145	Fire Department	675,431	675,431	--
154	Community Development	3,730	2,523	1,207
161	Police	1,290,314	1,283,208	7,106
165	Public Defender	10,091	7,485	2,606
169	Social Services	20,500	19,775	725
173	Sheriff	33,774	33,774	--
181	Supervisors	830	770	60
185	Probation Office	10,576	10,250	326
187	Log Cabin	2,884	2,884	--
193	Moscone Conv.Center	500	272	228
213	Academy of Sciences	1,100	---	1,100
221	Chief Administrative Officer	2,000	1,737	263
223	Coroner	2,800	2,353	447
231	Electricity	33,480	33,451	29
243	Public Administrator	1,363	1,363	---
245	Real Estate	316	47	269
255	Registrar	836	836	--
261	Tax Collector	521	521	--
265	Weights and Measures	3,176	3,176	--
311	Purchasing	1,700	1,605	95
413	Architecture	3,600	2,884	716
415	Building Inspection	28,907	25,972	2,935
417	Building Repair	84,950	84,950	--
421	Engineering	52,785	52,785	--
422	Sanitary Engineering	3,927	3,927	--
423	General Office	3,439	3,439	--
426	Water Pollution Control			
427	Industrial Waste	232,624	175,484	57,140
429	Sewer Repair			
431	Street Cleaning	500,787	498,078	2,709
513	DPH Administration	16,264	16,264	--
531	Environmental Health	12,656	11,520	1,136
535	Health Centers	1,980	873	1,107
551	Emergency Hospitals	102,162	102,162	--
555	Laguna Honda	12,444	12,444	--
557	General Hospital	18,500	15,271	3,229
567	Mental Health	7,299	7,299	--
621	Fine Arts Museum	2,400	1,883	517
631	Library	10,000	6,573	3,427

CENTRAL SHOPS
MAINTENANCE AND REPAIR
1981-1982

DEPT. NO	DEPARTMENT	WORK ORDERS RECEIVED	WORK ORDERS EXPENDED	BALANCE
651	Recreation & Park	$ 458,179	$ 458,179	--
653	Candlestick Park	4,000	2,915	1,085
661	School District	31,500	35,294	(3,794)
669	Community College	56,750	49,291	7,459
681	Street Repair	277,600	210,092	67,508
686	Tree Planting	30,102	30,102	--
725	Airport	35,508	15,339	20,169
	Police-Fire Vehicle Outfitting	332,171	155,522	176,649
	SUB-TOTAL	$ 4,458,549	$ 4,099,571	$ 358,978
	Equipment & Machinery Maintenance & Repair			
145.1	Equipment & Houses	$ 235,948	$ 235,948	$ --
145.3	High Pressure	43,292	43,292	--
	Public Works, Schools City College, etc.	$ 324,494	$ 285,014	$ 39,480
	SUB-TOTAL	$ 603,734	$ 564,254	$ 39,480
	TOTAL	$ 5,062,283	$ 4,663,825	$ 398,458

	RECEIVED	EXPENDED	RATIO
Maintenance & Repairs			
Emergency Departments	$3,012,842	$2,751.510	59%
General Svc. Departments	$2,049,411	$1,912,315	41%
TOTAL	$5,062,283	$4,663,825	100%

CENTRAL SHOPS FUELING STATIONS

The cost of automotive fuel rose at a lesser rate during the 1981-82 fiscal year, with the average cost at 1.209 per gallon an increase of 9.4% over the previous year.

This compares with a 1980-81 increase of 23.4% and a 1979-80 increase of 44.4%

Fuel Dispensed by Central Shop Stations:

		GALLONS	COST
Station #2	Army St. (DPW)	325,390	$ 341,512
Station #3	Jerrold Ave. (Shops)	274,479	345,262
*Station #4	19th Ave. (DPW)	8,280	11,129
Station #6	Hall of Justice	710,086	893.428
Station #7	Ivy St. (DPH)	17,519	23,846
		1,335,754	$ 1,615,177

*The 19th Ave. & Taraval Station, situated in a Department of Public Works truck parking facility was closed as an economy measure late in 1981.

As a service to the Police Department, fuel directly purchased by that department and dispensed at their district stations is added to our computerized fuel data runs.

A total of 299,047 gallons was dispensed at these stations in addition to that obtained from our Hall of Justice Station.

Total Police consumption for their 844 unit fleet of autos, trucks and motorcycles was 749,485 gallons at an annual cost of $968,540.00

Receiving and Outfitting New Vehicles;

In addition to the maintenance and repairs performed on the existing city fleet the Central Shops took delivery, from various vendors, of 249 automobiles and trucks. A preponderance of which were units replacing older and high mileage vehicles.

These vehicles, along with required delivery documents are received by the Central Shops and inspected for compliance with specifications before acceptance and delivery to the various departments.

In the case of 102 Emergency Department vehicles, they must be outfitted by the shops with the various emergency response and security accessories before assignment into service.

CENTRAL SHOPS
AUTOMOTIVE FUEL
1981 - 1982

DEPT. NO	DEPARTMENT	FUNDS RECEIVED	FUNDS EXPENDED	FUNDS BALANCE	FUEL IN GALLONS
111	Adult Probation	$ 3,000	$ 2,853	$ 147	2,250
113	Art Commission	1,679	1,097	582	860
115	Assessor	576	598	(22)	466
117	City Attorney	400	309	91	256
119	City Planning	1,530	1,481	49	1,177
123	Controller	600	530	70	417
131	Emergency Services	2,720	2,639	81	2,102
141	District Attorney	24,350	24,469	(119)	19,356
141.2	Family Support	4,000	3,398	602	2,692
145	Fire Department	1,043	1,043	---	837
154	Community Development	9,799	15,373	(5,574)	12,343
161	Police Department	576,789	576,789	---	450,438
165	Public Defender	8,080	8,080	---	6,351
169	Social Services	20,360	19,779	581	15,592
173	Sheriff	38,337	38,337	---	30,246
181	Supervisors	350	296	54	234
185	Probation Office	6,000	4,669	1,331	3,692
187	Log Cabin	400	192	208	154
193	Moscone Conv.Center	800	666	134	541
213	Academy of Sciences	1,553	418	1,135	333
221	CAO	1,500	1,281	219	1,015
223	Coroner	3,915	3,968	(53)	3,136
231	Electricity	36,565	36,565	---	29,343
243	Public Administrator	1,640	1,640	---	1,292
245	Real Estate	200	157	43	128
255	Registrar	2,569	2,439	130	1,936
261	Tax Collector	800	910	(110)	724
265	Weights and Measures	5,000	3,081	1,919	2,466
311	Purchasing	6,360	1,943	4,417	1,570
312	Central Shops	15,510	14,543	967	11,770
413	Architecture	3,775	3,775	---	2,991
415	Building Inspection	30,910	30,676	234	24,378
417	Building Repair	71,000	70,640	360	57,285
421	Engineering	56,608	56,608	---	45,478
422	Sanitary Engineering	5,700	5,583	117	4,470
423	General Office	2,697	2,272	425	1,792
426	Water Pollution	24,500	23,489	1,011	18,894
427	Industrial Waste	9,215	9,215	---	7,403
429	Sewer Repair	68,085	64,790	3,295	52,302
431	Street Cleaning	210,814	210,814	---	217,343
513	DPH Administration	10,462	10,462	---	8,299
531	Environmental Health	12,275	11,888	387	9,425
535	Health Centers	700	631	69	503
551	Emergency Hospitals	89,000	88,412	588	68,602
555	Laguna Honda	6,000	2,594	3,406	2,061
557	General Hospital	22,167	22,167	---	17,633
567	Mental Health	13,700	12,672	1,028	10,088
621	Fine Arts Museum	1,745	1,745	---	1,383
631	Library	7,300	6,989	311	5,584
651	Recreation & Park	29,715	29,715	---	23,727

CENTRAL SHOPS
AUTOMOTIVE FUEL
1981 - 1982

DEPT. No	DEPARTMENT	FUNDS RECEIVED	FUNDS EXPENDED	FUNDS BALANCE	FUEL IN GALLONS
661	School District	$ 81,000	$ 81,221	$ (221)	59,275
669	Community College	8,244	8,244	---	6,629
681	Street Repair	80,152	80,152	---	64,574
686	Tree Planting	22,000	20,980	1,020	16,716
725	Airport	1,492	1,492	---	1,091
735	Muni Railway	---	111	(111)	78
755	Hetch Hetchy	6,000	5,307	693	3,804
775	Port Commission	2,500	504	1,996	371
		$ 1,654,181	$1,632,691	$ 21,490	1,335,896

CENTRAL SHOPS PRODUCTIVITY

To various automotive repair facilities of the Central Shops continued their high rate of productivity during the fiscal year at a low average labor rate of $24.00 per hour. It should be noted that this is about half the rate charged by local contract shops.

81-82 ACAR Detailed Shops Expenditures Report.

Completed Job Summary by Repair Class

REPAIR CLASS	QUANTITY
Accidents	530
Preventative Maintenance	9,787
Mechanical	18,135
Warranty	10
Modification/Other	4,550
TOTAL JOBS =	33,012

The objective of the Central Shops is to make available to the various operating City departments the highest possible percentage of their automotive equipment each working day.

Considering that at all times a number of machines must be out of service for mechanical, accident repairs and routine preventive maintenance service our goal is to provide those departments with a high 95% availability.

The results of this objective for the 1981-82 fiscal year were;

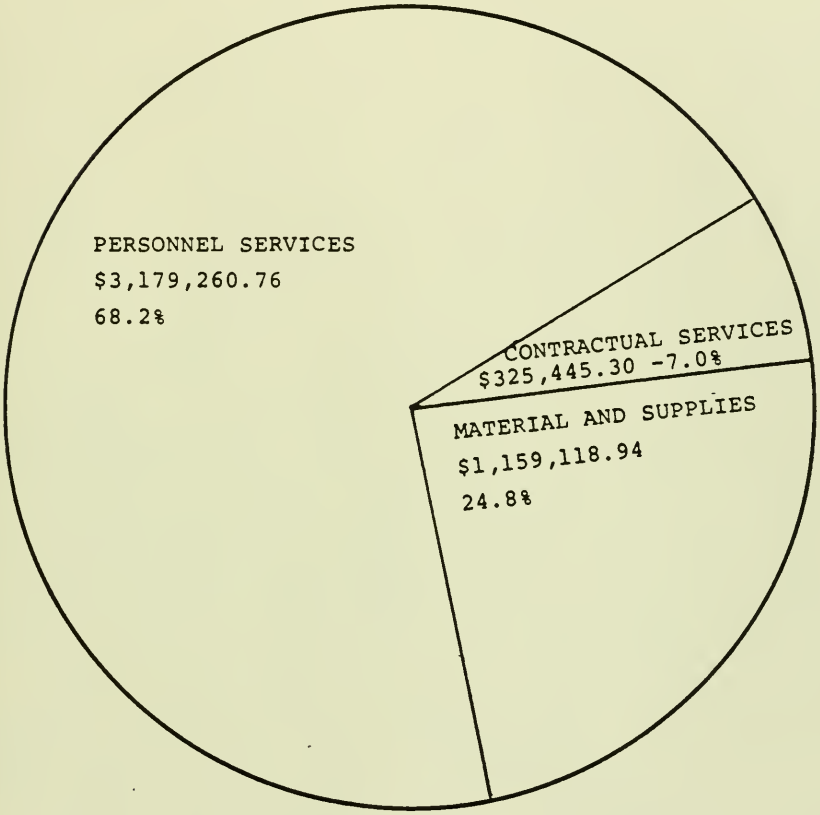
	Emergency Vehicles	General Purpose Vehicles
1st. Quarter	91% Availability	91% Availability
2nd. Quarter	93% "	94% "
3rd. Quarter	92% "	94.2% "
4th. Quarter	92.6% "	93.8% "
Average	92.15% "	93.25% "

Comparative;

1980-81	89.1%	90.3%
1979-80	88.6%	87.7%

HOW CENTRAL SHOPS EXPENDED WORK ORDER FUNDS

1981-82 FISCAL YEAR



1981-82	Total Work Orders Expended	$4,663,825.00
1980-81	Comparison-Work Orders Expended	$4,024,619.00

ANNUAL REPORT

Fiscal Year

1982 - 1983

City and County of San Francisco

Purchasing Department

- MANAGEMENT SUPPORT SERVICES
- BUYING DIVISION
- STORES AND EQUIPMENT DIVISION
- CENTRAL SHOPS DIVISION
- MISCELLANEOUS SERVICES DIVISION

ROBERT TECCO
DIRECTOR OF PURCHASING AND SERVICES

December 1, 1983

Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
Room 289, City Hall
San Francisco, California 94102

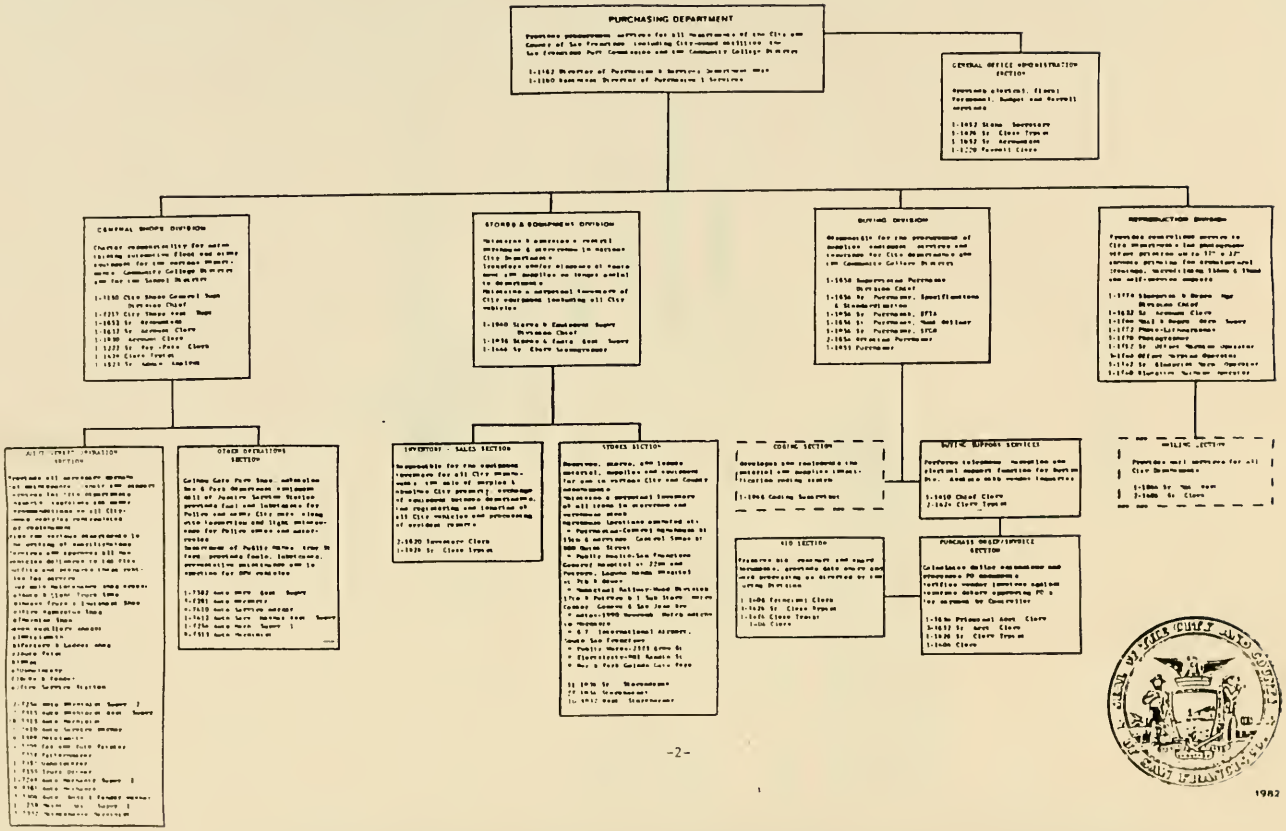
Dear Mr. Boas:

The Annual Report of the Purchasing Department for the fiscal year ending June 30, 1983, is submitted herewith in accordance with the provisions of Section 3.501 of the Charter of the City and County of San Francisco.

Very truly yours,

ROBERT TECCO
Director of Purchasing and Services

(415) 558-5026 Room 270, City Hall San Francisco 94102


PURCHASING DEPARTMENT
GENERAL OFFICE ADMINISTRATION SECTION
CENTRAL SHOPS DIVISION
STORES & EQUIPMENT DIVISION
BUYING DIVISION
REPRODUCTION DIVISION
AUTO REPAIR SECTION
OTHER OPERATIONS SECTION
INVENTORY - SALES SECTION
STORES SECTION
CODING SECTION
BUYING SUPPORT SERVICES
MAILING SECTION
NID SECTION
PURCHASE ORDER/INVOICE SECTION

1982

CONTENTS

PURCHASING DEPARTMENT OVERVIEW

Director: Robert Tecco

Acting Assistant Director: James Breslin

Management Support Section

. Staff

- Accounting: A. Lee
- Personnel Administration: J. Keating
- Secretary: E. Tom
- Contracts, Bonds and Insurance Administration: J. Stovall

. Function

The Management Support Section provides accounting, budget, personnel, payroll and clerical support services to the four operating divisions of the Purchasing Department.

Buying Division

. Staff Supervision

- Supervising Purchaser and Division Chief: G. Burket
- Senior Purchaser, Specifications and Standardization: C. Webster
- Senior Purchaser, S.F. International Airport: J. Breslin (until May, 1983)
- Senior Purchaser, Municipal Railway: F. Lahaderne
- Senior Purchaser, S.F. General Hospital: B. Savant
- Buying Support Services Section: H. Lundie
    - Purchaser Order/Invoice Section: N. Poon
    - Bid Section: R. Saizar

. Function

The Buying Division is responsible for the procurement of materials, supplies, equipment, services and insurance for City departments and the Community College District. The Buying Support Services Section provides all the necessary support services to the Division in the areas of bidding, accounts payable and clerical.

Central Shops Division

. Staff Supervision

- General Superintendent of City Shops and Division Chief: A. Flaherty
- Assistant Superintendent of City Shops: E. Franke

. Function

The Central Shops Division repairs and maintains automotive and other equipment for City departments, the Community College District and the San Francisco Unified School District.

Stores and Equipment Division

. Staff Supervision

- Stores and Equipment Supervisor and Division Chief: H. Gheno
- Stores and Equipment Assistant Supervisor: K. Wilson

. Function

The Stores and Equipment Division: (1) maintains and operates a central warehouse and storerooms in various City departments; (2) transfers or disposes equipment and supplies no longer useful to City departments, and (3) maintains a perpetual inventory of City equipment, including all City vehicles.

Miscellaneous Services Division

. Staff Supervision

- Blueprint and Reproduction Manager and Section Chief: E. Fundis
- Sr. Management Assistant and Section Chief: R. Harville

. Function

The Reproduction Section operates a central reproduction service for City departments upon request.

The Mail Section was established on July 1, 1982 to centralize all City department mailing services, both externally with the Postal Service and internally through interdepartmental mailings.

Summary of Accomplished Work

Division	Unit	1981-82	1982-83
Buying	Purchase Orders		
	- Number	16,142	18,644
	- Dollar Amount	$ 30,619,697	$ 44,446,864
	Term Purchase Agreements	$ 76,267,696	$145,342,814
	Personal & Professional Service Contracts	$146,784,812	$159,909,361
	Total	$253,672,205	$349,699,039
	Bid Processed:		
	Price Quotations (270's)	6,541	6,367
	Informal Bids	2,832	3,387
	Formal Bids	228	88
	Term Contracts	156	221
	Purchase Order Discounts Earned	$134,595	$109,574
	Sale of City Documents	$ 8,995	$ 7,926
Stores and Equipment	Warehouse in Operation	15	16
	Total Inventory Value	$4,616,054	$10,125,347
	Surplus Sale Revenue	$ 213,018	$ 336,082
Central Shops	Total Value of Maintenance and Repair Services Provided	$4,663,825	$5,620,333
	Gasoline Distribution		
	Amount in Dollars	$1,632,921	$1,649,391
	Amount in Gallons	$1,335,896	$1,465,464
Miscellaneous Services	Total Value of Reproduction Services Provides	$265,770	$256,061
	Pieces of Processed Mail (av. per day)	7/1/82 ----	700 (est.)
		6/30/83 ----	6300 (est.)

MANAGEMENT SUPPORT SERVICES

Management Support Services provides administrative services to each of the Purchasing Department's four divisions - Buying, Stores and Equipment, Central Shops and Miscellaneous Services.

Payroll Unit

The payroll unit posts time report information to timerolls, including information of time worked, vacations, leaves, overtime and similar information reflecting employee activities during a pay period. This section also provides information to employees and others on employment processes, leave problems, salaries and wages, plus any other requests for information regarding departmental personnel and payroll activities.

Accounting Unit

The accounting unit gathers data relative to the preparation of the Purchasing Department budget; maintains the posting of expenditures and control of the accounts and prepares reports for these accounts; compiles financial reports and tax statements; approved departmental receipts for deposit with the City Treasurer; plus varied accounting duties.

BUYING DIVISION

The Buying Division, under the supervision of the Supervising Purchaser is responsible for the procurement of supplies, equipment, services and insurance for all City and County departments and the San Francisco Community College District. As requisitions are received from the various City and County agencies, they are converted either directly to purchase orders, as in the case of term contract items, or to formal or informal bids by the appropriate buyer according to commodity code. Generally, the procurement functions are as follows:

I. Buying - Bids and Award

Evaluation by requisition document to determine type of procurement action to be taken; preparation of bids to include contractual and technical requirements; analysis and award of bids.

II. Buying - Related Functions

Analysis of records of previous purchases specifically related to factors of average use; maintenance of individual specification files and library of pertinent catalogs and technical data; research on new items; preparation of new and review and/or revision of old term contracts; and procedural review.

Operations

1. Purchasing workload is assigned to the individual buyer on a broad commodity basis with allowance for items of a special nature or in cases where seasonal peaks or vacations make it advisable to deviate from this policy. Budget equipment is also spread throughout the buying staff to prevent an overload on any particular buyer. The vast number of commodities (100,000) and the insufficient staff (8 buyers) makes it impossible for buyer specialization in any commodity.

2. Periodic meetings of the buying staff are held to permit the exchange of ideas; the formulation of improved operating procedures; discussions of mutual problems; review and refinement of existing procedures; and in general to keep the staff apprised of the City-wide purchasing picture.

3. In preparing requisitions, departments are requested to furnish information that will indicate a standard of overall quality and usefulness suitable for actual use requirements, and to permit competitive bidding as required by the Charter and Administrative Code. The forms devised for this purpose make it easier for departments to furnish desired information for bid purposes.

4. As time is available, personnel are assigned to:

    a. Review specifications, forms, and procedures.

    b. Analyze past purchases with a view towards establishing additional term contracts for articles and services where desirable.

Operations (continued)

5. Whenever practical, term contracts are entered into for various services and commodities that are in general use by several departments or are recurringly used by a department. The main advantages are elimination of the time lag resulting when individual bids are requested and elimination of the cost involved in individual bids. Term contracts must be periodically revised and specifications updated. New items are added as required.

Bid Section

This section is responsible for typing and mailing all formal and informal bids, price quotations, term contracts and the awards as directed by the Buying Division. The section utilizes (for the first time) a Word Processing System which has greatly enhanced the quality of an expedited contractual documents, awards, and correspondence; tabulation of bids (microfilmed record of all bids); extensions and additions checked on the requisitions, plus calculation of sales tax then assignment of the purchase order numbers. After the assignment of the purchase order number, the order is xeroxed with seven (7) documents resulting: Vendor's copy - white, Controller's copy - blue, Purchaser's copy - green, Material Received Report - yellow, and two white copies for the department, plus the Advance copy - orange, for the department. The section also maintains the requisition register, vendor register and the purchase order register; handles departmental pay check distribution; and the sale of various City documents.

Accounts Payable Section

Purchase Orders are processed for payment after receipt of the MRR (Material Received Report) from the department. The amount is verified with the invoices and packing slips received, then sent to the Controller for payment. The date is posted in the Purchase Order Register when the order is sent to the Controller's Office for payment or when a Purchase Order is cancelled.

With the implementation of the Vendor Code by the Controller's Office, it was hoped that the payments of Purchase Orders could have been completed more rapidly, but with the advent of a new City-wide accounting system, this expectation was not realized.

The number of Purchase Orders to be prepared and processed is not constant, chiefly due to the fact that the requisitions do not flow into the department uniformly. Consequently, there are times when high production cannot be sustained because of diminished personnel caused by vacation, illness, unfilled positions or other conditions beyond Purchasing's control. However, continuous effort is exerted to process the requisitions and the subsequent purchase orders with upmost speed, accuracy and efficiency.

Accounts Payable Section (Continued)

Discounts Taken

Month	1981-1982	1982-1983
July	$ 12,968.44	$ 6,934.92
August	5,418.36	8,966.63
September	6,271.43	7,745.65
October	6,605.85	9,245.93
November	9,226.80	12,390.28
December	12,809.46	6,598.12
January	9,510.36	8,183.85
February	8,793.89	8,232.14
March	9,037.59	12,674.26
April	15,098.95	12,174.75
May	12,106.43	12,011.07
June	26,747.95	11,053.07
	$134,595.51	$116,210.67

Discounts Lost

Month	1981-1982	1982-1983
July	$ 728.47	$ 2,416.11
August	1,889.48	1,883.06
September	1,899.91	4,062.92
October	1,429.46	1,177.10
November	1,896.62	2,799.90
December	729.45	709.14
January	1,409.10	3,717.56
February	605.62	1,286.25
March	1,618.44	1,875.49
April	976.10	1,942.06
May	1,600.76	2,052.84
June	759.85	2,790.18
	$15,543.26	$26,712.63

Coding Section

The Coding Section commenced operations in October, 1962. It was established to furnish the City and County of San Francisco with statistical data about commodities procured by the Purchasing Department for the various City departments and to create a uniform code in all departments for ordering and inventory. The goals of the coding system were to achieve the following:

1. Computerized Inventory Control
2. Standardization of Material and Supplies
3. Budgetary Information
4. Selection of Effective Ordering Quantities
5. Information for Interdepartment Transfers of Surplus Commodities
6. Reduction in Inventory Requirements

In 1979-80, the City's Material and Equipment Coding and nomenclature system was eliminated when the position of Coding Supervisor, Class 1948, was deleted from the Purchasing budget. However, this method of materials identification is critical to the eventual automation of the Purchasing Department as prescribed by the January, 1983 Edgar, Dunn and Company, Inc. consulting report and numerous other management studies. Thus, the Director of Purchasing has retained the organizational concept of a coding section despite the defunding of the coding position.

STORES AND EQUIPMENT DIVISION

Staff Positions:

One (1) Stores and Equipment Assistant Supervisor (temporary)
One (1) Senior Clerk Stenographer (filled temporary)
One (1) Senior Clerk Typist (permanent)
Eleven (11) Senior Storekeepers (permanent)
Twenty-seven (27) Storekeepers (permanent)
Ten (10) Assistant Storekeepers (6 permanent, 4 temporary)
Two (2) Inventory Clerks filled temporary)

The Purchasing Department's Stores and Equipment Division operates and maintains a Central Warehouse and fifteen (15) other storerooms in various City departments. The Division is responsible for the following functions:

1. Requisitioning, receiving and storing and issuing materials, supplies, and equipment for use by various City and County departments.

2. Sales of surplus and obsolete City property.

3. Equipment exchanges between departments.

4. Maintaining a perpetual inventory of all office supplies and equipment in all of the storerooms and warehouse stock.

5. Registering of all City vehicles and distributing traffic citations to the City departments.

6. Acquiring and distributing gasoline credit cards and reporting any lost or stolen cards and requesting for replacements and additional cards.

7. Processing vending machine permits for various City departments.

8. Processing documents for lost and/or stolen City property to the Board of Supervisors.

9. Maintaining a perpetual inventory of all new and re-assigned furniture and equipment for all City departments and furnishing decals to be affixed on the property.

The following locations, with a total storage capacity of approximately 567,876 square feet, are staffed and operated by the Stores and Equipment Division.

DEPARTMENT	LOCATION	TYPE	INVENTORY AMOUNT
Purchasing	Central Warehouse 1200 - 15th Street	Stationery	$ 23,694.73
		Janitorial for Fire Dept.	$ 7,914.72
	Central Shops 1800 Jerrold Avenue	General Auto/Truck	$ 46,419.33
	Hall of Justice 850 Bryant Street	Police Garage Auto Parts	$ 14,162.52
Public Health	San Francisco General Hospital 1001 Potrero Avenue	General Food/Medical	$ 569,795.47
	Laguna Honda Hospital 375 Laguna Honda Blvd.	General Food/Medical	$ 474,991.26
Muni Railway	Woods Division 1095 Indiana Avenue	General/Bus	$ 270,223.46*
	Kirkland Division 151 Beach Street	General/Bus	$ 35,125.33*
	Metro Center 2200 San Jose Avenue	General Street Car/LRV	$ 573,628.28 $ 5,200,300.00
	Potrero Division 2500 Mariposa	General/ Trolley Coach	$ 921,692.07*
	Presidio Division 875 Presidio Avenue	General/ Trolley Coach	$ 95,116.32
Water	1990 Newcomb Avenue	Regular Stock Meters	$ 1,139,819.53 $ 105,172.4[illegible]
Hetch Hetchy	Moccasin	General	$ 99,502.54
Int'l Airport	South San Francisco	General	$ 98,387.06
Public Works	2323 Army Street	General	$ 254,888.29
Electricity	901 Rankin Street	General	$ 81,766.73
Rec & Park	Golden Gate Park	General	$ 112,746.48
		TOTAL	$ 10,125,346.59

*NOTE: Amounts of non-coded items are not included in the inventory: Muni-Woods - $1.6 Million; Muni-Kirkland - $7,000; Muni-Potrero - $3,000 Trolley Coach Parts.

CENTRAL WAREHOUSE STORES SECTION

1. Provides storage space for furniture, supplies and equipment for:

    a. Mayor's Office of Employment and Training - typewriters, office furniture, equipment, etc.

    b. Public Administrator - possessions of deceased persons.

    c. Controller's Office - FIRM Accounting forms (free).

    d. Department of Public Works - pipes, sheet metal, plywood, paint, tires, etc.

    e. Fire Department - janitorial supplies.

    f. Purchasing, Main Office - photocopying paper for Reproduction Division, Charters and other forms.

    g. Art Commission - $100,000.00 W.P.A. Diorama of San Francisco.

    h. Temporary storage space for other departments when needed.

2. Provides storage space for surplus furniture (such as desks, chairs) and equipment until re-issued to the City departments or sold at the sealed bid auction.

3. Provides space for surplus motorcycles and motorscooters to ensure security and convenience until the sale.

4. Accumulates scrap metal, recyclable paper, X-ray film, and other materials for continuous term sales.

5. Provides standard stationery supplies for all City departments; receiving, storing and issuing Controller's forms on an "as needed" basis and delivers supplies to City Hall departments.

6. Provides back-up personnel to relieve other storerooms due to vacations, illnesses and extended sick leaves, etc.

7. Assists in preparing materials and equipment for sealed bid auction and to show prospective bidders on inspection days the items which are available for sale.

8. Provides overnight storage for Purchasing Department Stores Division's vehicles.

9. Provides on the second floor, office space, vault, a room for closed files, and other needed space for use by the Bureau of Stores and Equipment of the Purchasing Department and its personnel.

Inventory Section

This section is responsible for the equipment inventory for all City departments. As new equipment is purchased, the information is documented and the necessary papers forwarded to the requisitioning department with decals to be affixed on the new equipment. A perpetual equipment inventory for most City departments is maintained on magnetic tape in the Controller's E.D.P. section, and printouts for the departments are provided when requested. If an item of equipment is lost, damaged, or stolen, the Inventory Section is notified, a follow-up investigation is made, and a report sent to the Board of Supervisors from the Director of Purchasing and Services, through the Chief Administrative Officer, to obtain permission to delete the item from the department's perpetual inventory records.

This section also performs the following additional functions:

1. Assisting in relocation of City offices and to furnish materials for the move, if necessary.

2. Assisting the Sales Section in the sale of all surplus commodities.

3. Assisting in the preparation and delivery of 550 stationery orders for the City departments.

4. Maintaining furniture and equipment inventory, which does not include utilities, total value of $17,000,000.00.

5. Maintaining inventory of 4,725 vehicles, total value of $59,653,853.00.

SALES SECTION

This Section is responsible for the sale of all scrap and surplus City property under the provisions of Section 7.100 of the City Charter. For each sale, items are listed and categorized, sales advertised, bids accepted and awards made. Receipts from sales are deposited with the City Treasurer within 24 hours. Records and correspondence pertaining to each sale are compiled by the Sales Section and recorded with the Purchasing Department's General Office.

Forty-two (42) sales were conducted by this Section. A general breakdown of the sales for the fiscal year 1982-83 are as follows:

SALE NUMBER	DESCRIPTION	SALES REVENUE
1312	Surplus Fare Boxes	$ 45.00
1325	Scrap Metal	12,885.62
1365	IBM Cards, Printouts and Mixed Paper	1,401.21
1373	Drain Oil	14,710.96
1374	White Ledger	614.05
1382	Parking Meters	14.08
1383	X-Ray Film	2,967.75
1385	Children's Wear	23.47
1388	Grease and Bones	1,500.56
1402	Electrical Equipment	2,523.12
1403	Computers	50,300.00
1404	Bus Parts	2,950.00
1405	Planer	603.00
1406	X-Ray Film	30,461.33
1407	IBM Cards, Printouts and Mixed Paper	12,423.63
1408	White Ledger Paper	2,387.32
1409	Vehicles	21,642.25
1410	Wood Furniture	5,521.75
1411	Truck Scale	300.00
1412	Hospital Equipment	2,416.29
1413	Vehicles	6,264.18
1414	Motorcycles	4,704.00
1415	Surplus Streetcars	3,900.00
1416	Fire Hose	1,323.10
1417	Brass Casings	35,510.06
1418	Vehicles	11,010.41
1419	Scrap Metal	6,353.23
1420	Computers	760.00
1424	Motorcycles/Scooters	10,060.00
1426	Old Oak Furniture	5,816.15
1427	Logs	3,174.00
1429	Vehicles	7,405.67
1430	Motorcycles	23,218.38
1431	Mobile Radios	2,587.00
1432	Heavy Equipment	16,411.88
1432-A	Vehicles	9,114.34
1434	Photo Equipment	1,059.00
1435	Motorcycles	10,791.98
1436	Vehicles	9,170.83
1437	Kitchen Equipment	521.00
1438	Misc. Garden Equipment	126.76
1439	Vehicles	1,109.00
		$336,082.36

SALES SECTION (Continued)

REVENUE RECEIVED FROM PAST FISCAL YEARS:

FISCAL YEAR	SALES REVENUE
1978-1979	$327,625.43
1979-1980	$300,330.04
1980-1981	$268,968.75
1981-1982	$213,017.76*
1982-1983	$336,082.36

*During this fiscal year, less revenue was received due to the continuous decrease in market prices for recyclable paper, scrap metal and other term sales.

CENTRAL SHOPS DIVISION

Section 7.100 of the Charter of the City and County of San Francisco provides that the Purchaser of Supplies shall have charge of a central garage and shop for the repairs of City and County equipment.

By an amendment of Chapter 4 of the Administrative Code, the Shops are now directly funded under the Annual Budget for the purchase of automobiles and light trucks to be assigned to seventy-six various City departments and bureaus.

Administration of the Shops, under the Director of Purchasing, is the direct responsibility of Mr. Albert M. Flaherty, General Superintendent. Mr. Flaherty retired June 30, 1983.

All shops funding is provided by transfers of funds from departments receiving services. Funds approved in operating departments' budgets for maintenance and fuel are transferred by interdepartmental work orders to Central Shops. Central Shops is responsible for administering the funds and providing services to the operating departments within the funds limitation.

Organization of Central Shops

Jerrold Avenue Shops. This is the main facility. There are four main maintenance areas in this operation:

1) Auto and Light Truck Shop.

2) Heavy Truck and Equipment Shop.

3) Fire Apparatus Shop.

4) Machine Shop.

Auxiliary shops include: Metalsmith, Pattern and Ladder Shop, Auto Paint, Hose, Upholstery, Body and Fender, and Tire Service Station.

In addition, administrative responsibilities of the staff include the inspection, appraisal and recommendations for all City owned vehicles contemplated for replacement; assistance to departments in the writing of specifications, receiving and approving all new vehicles delivered to the City and the outfitting and preparation of these vehicles for service.

The Shops also repairs mechanical equipment in school buildings, sewage plants, pumping stations and public buildings.

Other Central Shops operations include:

Golden Gate Park Shop: This facility provides maintenance for Recreation and Park Department equipment.

Hall of Justice Service Station: Fuel and lubrication are provided here for Police and other City cars, along with inspection and light maintenance for Police autos and motorcycles.

Department of Public Works, Army Street Yard: Fuel, lubricants, preventive maintenance and inspection are provided for Public Works vehicles.

Central Shops Productivity

The automotive repair facilities of the Central Shops continued their high rate of productivity during the fiscal year at a low average labor rate of $31 per hour. It should be noted that this is about half the rate charged by local contract shops which approximates $55 to $60 per hour.

Acar Report of Completed Job Summary by Repair Class

Repair Class	Quantity
Accidents	457
Preventative Maintenance	7,831
Mechanical	20,920
Warranty	11
Modification/Other	4,533
Total Jobs	13,752

The objective of the Central Shops is to make available to the various operating City departments the highest possible percentage of their automotive equipment each working day.

Considering that at all times a number of machines must be out of service for mechanical, accident repairs and routing preventive maintenance service, our goal is to provide those departments with a high 95% availability.

The results of this objective for the 1982-83 fiscal year were:

	Emergency Vehicles	General Purpose Vehicles
1st Quarter	92.2% Availability	93.7% Availability
2nd Quarter	92.0% "	93.2% "
3rd Quarter	92.9% "	93.8 "
4th Quarter	93.4% "	93.4% "
Average	92.6% "	93.5% "

Comparative:

1981-82	92.15 %	93.25%
1980-81	89.1%	90.3%
1979-80	88.6%	87.7%

Central Shops Personnel

1982-83

The 1982-83 Budget approved 110 employees in the Central Shops Budget.

EMERGENCY VEHICLE & EQUIPMENT REPAIR	COLUMN I
GENERAL PURPOSE VEHICLE & EQUIPMENT REPAIR	COLUMN II
TOTAL EMPLOYEES BY CLASS	COLUMN III

	COLUMN I	COLUMN II	COLUMN III
1222 Sr. Payroll & Pers. Clerk	1		1
1424 Clerk Typist	1		1
1652 Sr. Accountant	1		1
1934 Storekeeper	1		1
7150 City Shops General Sup't.	1		1
7277 City Shops Asst. Sup't.	1		1
1630 Account Clerk		1	1
1632 Sr.Account Clerk		1	1
1823 Sr. Adm. Analyst		1	1
7258 Maintenance Machinist Supv.		1	1
7387 Upholsterer	1		1
7389 Metalsmith	2	2	4
7249 Auto Mechanic Supervisor	1		1
7254 Auto Machinist Supervisor	2	1	3
7306 Auto Body & Fender Worker	2	1	3
7309 Car & Auto Painter	3	1	4
7313 Auto Machinist	16	13	29
7315 Auto Mach. Asst. Supv.	1	1	2
7332 Maintenance Machinist	3	6	9
7358 Pattern Maker	2		2
7381 Auto Mechanic	9	4	13
7382 Auto Mechanic Asst. Supv.	1		1
7410 Auto Service Worker	16	11	27
7412 Auto Service Wkr. Asst. Supv.		1	1
TOTAL . . .	65	45	110

CENTRAL SHOPS

MAINTENANCE AND REPAIR

EXPENDITURES

1982-83

DEPT. NO	DEPARTMENT	
111	Adult Probation	$ 2,396
113	Art Commission	1,714
115	Assessor	734
117	City Attorney	2,343
119	City Planning	542
121	Civil Service	882
123	Controller	153
131	Emergency Services	3,348
141	District Attorney	29,809
141.2	Family Support	6,463
145	Fire Department	780,122
154	Community Development	3,174
161	Police	1,417,774
165	Public Defender	6,841
169	Social Services	22,272
173	Sheriff	54,960
181	Supervisors	920
185	Probation Office	11,165
187	Log Cabin	3,526
193	Moscone Convention Center	692
196	Waste Management	2,506
213	Academy of Sciences	91
221	Chief Administrative Officer	1,824
223	Coroner	6,243
231	Electricity	41,366
243	Public Administrator	2,446
245	Real Estate	151
255	Registrar	404
261	Tax Collector	929
265	Weights and Measures	3,248
311	Purchasing	2,599
413	Architecture	5,017
415	Building Inspection	38,710
417	Building Repair	143,576
421	Engineering	63,818
422	Sanitary Engineering	5,129
423	General Office	3,118
426	Water Pollution Control	34,729
427	Industrial Waste	12,952
429	Sewer Repair	192,505
431	Street Cleaning	615,096
513	DPH Administration	14,437
531	Environmental Health	15,385
535	Health Centers	2,134
551	Emergency Hospitals	122,477
555	Laguna Honda	17,036
557	General Hospital	17,728
567	Mental Health	14,700
621	Fine Arts Museum	1,902

CENTRAL SHOPS

MAINTENANCE AND REPAIR

EXPENDITURES
1982-83

DEPT. NO	DEPARTMENT	
631	Library	$ 7,842
651	Recreation and Park	583,899
653	Candlestick Park	2,389
661	School District	18,857
669	Community College	61,360
681	Street Repair	308,811
686	Tree Planting	34,783
725	Airport	1,656
	Police-Fire Vehicle Outfitting	186,677
	SUB-TOTAL	$ 4,938,360
	Equipment & Machinery Maintenance and Repair	
145.1	Equipment & Houses	269,383
145.3	High Pressure	30,869
	Public Works, Schools, City College, etc.	381,721
	SUB TOTAL	$ 681,973
	TOTAL	$ 5,620,333

Maintenance and Repairs	EXPENDED	RATIO
Emergency Departments	$ 3,189,999	57%
General Svc. Departments	2,430,334	43%
TOTAL. .	$ 5,620,333	100%

CENTRAL SHOPS FUELING STATIONS

The cost of automotive fuel declined during the 1982-83 fiscal year, with the average cost at $1.126 per gallon a decrease of 6.9% compared with the 1981-82 fiscal year.

This compares with a 1981-82 increase of 9.4% and a 1980-81 increase of 23.4%

Fuel Dispensed by Central Shops Stations:

STATION	GALLONS	COST
Station #2- Army St. (DPW)	393,515	$ 383,179
Station #3- Jerrold Ave. (Shops)	300,705	355,572
Station #6- Hall of Justice	763,717	898,499
Station #7- Ivy St. (DPH)	25,262	32,703
	1,483,199	$ 1,669,953

As a service to the Police Department, fuel directly purchased by that department and dispensed at their district stations is added to our computerized fuel data runs.

A total of 303,177 gallons was dispensed at these stations in addition to that obtained from our Hall of Justice Station.

CENTRAL SHOPS

AUTOMOTIVE FUEL

EXPENDITURES
1982-83

DEPT. NO	DEPARTMENT	FUNDS EXPENDED	FUEL IN GALLONS
111	Adult Probation	$ 2,203	1,855
113	Art Commission	875	731
115	Assessor	564	479
117	City Attorney	654	554
119	City Planning	974	839
121	Civil Service	24	20
123	Controller	497	422
131	Emergency Services	3,089	2,627
141	District Attorney	25,232	21,445
141.2	Family Support	2,316	1,943
145	Fire Department	1,825	1,589
154	Community Development	11,483	9,816
161	Police Department	550,295	469,037
165	Public Defender	5,958	5,045
169	Social Services	17,486	14,920
173	Sheriff	38,287	32,537
181	Supervisors	84	72
185	Probation Office	4,126	3,504
187	Log Cabin	31	24
193	Moscone Convention Center	985	840
196	Waste Management	15	13
213	Academy of Sciences	195	168
221	CAO	1,382	1,184
223	Coroner	3,943	3,350
231	Electricity	35,265	30,322
243	Public Administrator	1,743	1,490
245	Real Estate	248	211
255	Registrar	2,933	2,544
261	Tax Collector	780	660
265	Weights & Measures	3,247	2,770
311	Purchasing	2,525	2,178
312	Central Shops	14,441	12,418
413	Architecture	3,867	3,303
415	Building Inspection	27,484	23,415
417	Building Repair	71,788	62,425
421	Engineering	57,022	49,231
422	Sanitary Engineering	3,790	3,270
423	General Office	1,804	1,521
426	Water Pollution	28,047	24,355
427	Industrial Waste	9,307	7,976
429	Sewer Repair	56,239	49,284
431	Street Cleaning	277,013	297,911
513	DPH - Administration	7,979	6,735
531	Environmental Health	12,084	10,289
535	Health Centers	473	413
551	Emergency Hospitals	85,676	70,384
555	Laguna Honda	1,034	894
557	General Hospital	14,038	11,863

CENTRAL SHOPS
AUTOMOTIVE FUEL

EXPENDITURES
1982-83

DEPT. NO.	DEPARTMENT	FUNDS EXPENDED	FUEL IN GALLONS
567	Mental Health	$ 18,056	15,316
621	Fine Arts Museum	2,394	2,034
631	Library	6,823	5,844
651	Recreation & Park	41,365	35,519
661	School District	75,052	58,563
669	Community College	8,233	7,060
681	Street Repair	80,489	70,561
686	Tree Planting	18,683	16,337
725	Airport	475	373
735	Muni Railway	6	6
755	Hetch Hetchy	5,483	4,205
775	Port Commission	982	770
		$ 1,649,391	1,465,464

MISCELLANEOUS SERVICES DIVISION

The Miscellaneous Services Division consists of the Reproduction Section and Mail Services Section. These sections function as central service units for City departments to procure these services without large capital outlays or contracting for outside services.

Reproduction Section

The Reproduction Section provides the following centralized reproduction services to City departments on request:

a. Ammonia Printing (for architectural drawings, up to 36" wide).
b. Photography (people, progress photos, buildings,)
c. Offset printing (up to 17 x 22 inches).
d. Microfilming and prints from microfilm (up to 18" x 24").
e. Self service copiers.
f. Copies of City maps (we have approximately 15,000) to the public, as well as copies of some other public documents.

This function is operated on a work-order basis whereby the Reproduction Section charges each department for the services it provides in order to recover costs.

During 1982/83, the purchases of a new collector and a new folding machine substantially increased the Section's efficiency by eliminating a great deal of manual labor. Productivity in these areas was doubled by these equipment acquisitions.

Generally, the equipment in the Reproduction Section is quite old, but adequate for the current level of service.

Mail Services Section

The Central Mailroom was established just prior to the beginning of Fiscal Year 1982/83. By July 1, 1982, there were two staff members setting up and testing equipment as well as establishing procedures for picking up, metering and sorting of first class mail. The Department of Public Works, the Recorder's Office and the Purchasing Department were selected to test the system. By October, 1982, with the feasibility of central mail services established, the Section consisted of five staff with expanded responsibilities. The general election mailing and the inserting/mailing of 1982/83 Property Tax Bills established new milestones in the Section's development. By June 30, 1983, the mailroom was processing mail for eighteen departments and twenty-eight different billing subdivisions while processing an average of more than 11,000 pieces of mail per day at a cost of $1650 per day.

The mailroom continues to expand operations to include all aspects of mailing and messenger services with a goal of servicing all City departments within the City's boundaries. This service will include the pick up and delivery of incoming U.S. Mail, intradepartmental and interdepartmental mail, outgoing U.S. Mail, and may be expanded to include critical electronic mailings.

CITY AND COUNTY OF SAN FRANCISCO

annual Report

1983-1984

PURCHASING DEPARTMENT

City and County of San Francisco Purchasing Department

December 1, 1984

Mr. Roger Boas
Chief Administrative Officer
City and County of San Francisco
289 City Hall
San Francisco, California 94102

Dear Mr. Boas:

In conformance with Section 3.501 of the City and County of San Francisco the 1983/84 Annual Report of the Purchasing and Services Department is hereby submitted.

Fiscal Year 1983/84 has presented an unusual challenge to the Purchasing and Services Department. Consistent with my belief of refocusing our operations to underscore our role as a service organization, we evaluated numerous functions within our Department. Specifically, we attempted to identify and streamline cumbersome administrative delays by calling upon the most modern and cost effective purchasing techniques available. While my goal of full automation was not realized, we progressed in major areas as witnessed by our utilization of vendor support systems, word processing and "charge back" systems.

While this progress reflected a start, there are scores of difficulties that need to be resolved before the Department can become a fully viable and dynamic organization. During the coming year we must address the problems that we identified in 1983/84. We must be able to provide comprehensive program data to the Human Rights Commission if the Minority/Women Business Enterprise program is to be successful. We must be able to articulate our requisitioning requirements in a Purchasing Procedures Manual if we expect to reassert our leadership role in the procurement process. We must redefine the position of our storerooms and their services to their host departments if we wish to improve on their cost effectiveness. These problems are among those discovered in 1983/84, a year which represented an introspection of our primary missions.

Robert Tecco,
Director of Purchasing
and Services

(415) 558-5026 Room 270, City Hall San Francisco 94102

THE PURCHASING AND SERVICES DEPARTMENT
City and County of San Francisco
1983/84 Annual Report

Robert Tecco, Purchaser

Dianne Feinstein,
Mayor

Roger Boas,
Chief Administrative Officer

Robert Tecco,
Director of Purchasing
and Services

James Breslin,
Acting Assistant Director of
Purchasing and Services

PURCHASING DEPARTMENT

Provides procurement services for all departments of the City and County of San Francisco, including City-owned utilities, the San Francisco Port Commission and the Community College District.

1 1162 Director of Purchasing & Services
Department Head
1 1160 Assistant Director of Purchasing & Services

DEPARTMENTAL SENIOR PURCHASER

While performing representative coordinator, executes all purchasing matters for assigned department.

1 1936 Sr. Purchaser, SFIA
1 1936 Sr. Purchaser, Muni Railway
1 1936 Sr. Purchaser, SFGH

1 1936 Sr. Purchaser, Personal Service Contracts for Technical Professional Services Area

MANAGEMENT SUPPORT SERVICES

Provides Clerical, Fiscal, Budget, Payroll and Personnel Services.

1-1824 Principal Administrative Analyst
1-1634 Principal Accountant
1-1632 Sr. Accountant
1-1630 Accountant
1-1452 Steno. Secretary
1 1426 Sr. Clerk Typist
1 1270 Payroll Clerk
1- Material Management System Supervisor

CENTRAL SHOPS DIVISION

Charter responsibility for maintaining automotive fleet and other equipment for the various departments, Community College Districts and for the School District

1-1150 City Shops General Supt.
Division Chief
1-1271 City Shops Asst. Supt.
1-1823 Sr. Admin. Analyst
1 1632 Sr. Accountant
1 1632 Sr. Account Clerk
1 1630 Account Clerk
1-1426 Clerk Typist
1 1270 Sr. Payroll & Pers. Clerk

1800 JERROLD STREET OPERATION SECTION

Provides all necessary mechanical maintenance, repair and support services for City Departments. Inspects, appraises and makes recommendations on all City-owned vehicles scheduled for replacement. Aids the various departments in the writing of specifications. Receives and approves all new vehicles delivered to the City, outfits and prepares these vehicles for services.
Four main maintenance shop areas:
a) Auto & Light Truck Shop
b) Heavy Truck & Equipment Shop
c) Fire Apparatus Shop
d) Machine Shop
Seven auxiliary shops
e) Metalsmith
b) Pattern & Ladder shop
c) Auto Paint
d) Hose
e) Upholstery
f) Ride & Perfect
g) Fire Service Station

1 7258 Major Mach. Supervisor
2 7254 Auto Machinist Supervisor
1 7249 Auto Mechanic Supervisor
2 7315 Auto Machinist Asst. Supervisor
10 7311 Auto Machinist
8 7312 Maintenance Machinist
4 7308 Metalsmith
1 7307 Upholsterer
9 7241 Auto Mechanic
2 7350 Patternmaker
4 7319 Car and Auto Painter
3 7304 Auto Body & Fender Worker
11 7411 Auto Service Worker

OTHER OPERATIONS SECTION

Golden Gate Park Shop, maintains Rec & Park Department equipment. Hall of Justice Service Station provides fuel and lubricants for Police and other City cars, along with inspection and light maintenance for Police autos and motorcycles. Department of Public Works, Army St. Yard, provides fuels, lubricants, preventative maintenance and inspection for DPW vehicles.

1 7254 Auto Machinist Supvr. I
1 7382 Auto Mach. Asst. Supvr.
1 7412 Auto Service Worker Asst. Supvr.
10 7311 Auto Machinist
4 7381 Auto Mechanic
16 7410 Auto Service Worker
1 1936 Storekeeper

STORES & EQUIPMENT DIVISION

Maintains & operates a central warehouse & storerooms in various City Departments.
Transfers and/or disposes of equipment and supplies no longer useful to departments.
Maintains a perpetual inventory of City equipment including all City vehicles.

1-1940 Stores & Equipment Supvr.
Division Chief
1-1938 Stores & Equipment Asst. Supvr.
1-1446 Sr. Clerk Stenographer

INVENTORY-SALES SECTION

Responsible for the equipment inventory for all City departments, the sale of surplus & obsolete City property, exchange of equipment between departments, the registering and insuring of all City vehicles and processing of accident reports.

1 1936 Sr. Storekeeper
1 1936 Storekeeper
1 1932 Asst. Storekeeper
2 1920 Inventory Clerk
1 1426 Sr. Clerk Typist

STORES SECTION

Requisitions, Receives, stores, and issues material, supplies and equipment for use in various City and County departments.
Maintain a perpetual inventory of all items in storeroom and warehouse stock.
Warehouse locations operated at:
a) Purchasing Central Warehouse at 15th & Harrison, Central Shops at 800 Quint Street, Stationery at Room 59, City Hall.
b) Public Health - San Francisco General Hospital at 22nd and Potrero, Laguna Honda Hospital at 7th & Dewey.
c) Municipal Railway - Woods and Kirkland Divisions - 17th & Potrero & 1 sub Store, Metro Center Geneva & San Jose Ave., Overhead Lines at Bryant & Division Streets.
d) Water - 1990 Newcomb, Hetch Hetchy In Moccasin, Millbrae and Sunol.
e) S. F. International Airport South San Francisco.
f) Public Works - 2323 Army Street, S. P. Water Pollution Control Plant - 750 Phelps.
g) Electricity - 901 Rankin St
h) Recreation & Park - Golden Gate Park

1-1934 Stores & Equip. Asst. Sup.
13 1936 Sr. Storekeeper
10-1936 Storekeeper
5-1932 Asst. Storekeeper

BUYING DIVISION

Responsible for the procurement of supplies, equipment, services and insurance for City departments and the Community College District.

1-1958 Supervising Purchaser
Division Chief
1-1956 Sr. Purchaser, Specifications & Standardization
2-1954 Printing Purchaser
8-1952 Purchaser
1-1952 Purchaser, Sales

BUYING SUPPORT SERVICES

Performs telephone, reception and clerical support function for Buying Div. Assists with vendor inquiries.

1-1410 Chief Clerk
2-1424 Clerk Typist

BID SECTION

Prepares bid, contract and award documents, provides data entry and word processing as directed by the Buying Division.

1-1408 Principal Clerk
2-1424 Clerk Typist
3-1426 Sr. Clerk Typist

PURCHASE ORDER/INVOICE SECT.

Calculates dollar extensions and processes PO documents.
Verifies vendor invoices against receipts before approving PO'S for payment by Controller.

1-1634 Principal Acct. Clerk
5-1632 Sr. Acct. Clerk
3-1404 Clerk

MISCELLANEOUS SERVICES DIVISION

REPRODUCTION SERVICES

Provides centralized service to City department for photography, offset printing up to 17" x 22" amounts printing for architectural drawings, microfilming (35mm & 35mm) and self service copiers

1-1778 Blueprint & Repro. Mgr.
1-1632 Sr. Account Clerk
4 1760 Offset Machine Operator
1 1762 Sr. Offset Machine Operator
1-1764 Mail & Repro. Serv. Supvr.
1-1770 Photographer
1 1772 Photo-Lith-graphist

MAIL

Provides mail services for all City Departments

1 1846 Sr. Mgt. Asst.
1 1840 Jr. Mgt. Asst.
6-1404 Clerk

1983-1984

INTRODUCTION

The Purchasing Department receives its foundation in the City Charter. The Charter requires the Department to bid and award procurement contracts, to maintain central storage facilities, and to operate garages and shops for the repair of City vehicles and equipment. From this foundation the Purchasing Department has developed its basic organizational structure - the Buying, Stores and Equipment, Central Shops and Miscellaneous Services divisions.

1983/84 proved to be a transitional year for all divisions of the Purchasing Department. Under the first full year of the new Purchaser's administration the Department evaluated virtually all operational methods. It became apparent that Departmental policy and procedures had become static institutions through mere longevity. "Stewardship" had replaced cost reduction as a primary value. During the year the Department redefined its role as a service organization which accommodates the City's supply and service needs while realizing savings through effective use of the City's purchasing power. While the identities of the Department's divisions remained, their roles and administrative procedures were revised to reflect the rededication to operational efficiency.

Highlighting the year were the following changes:

1. The Department assumed a more active role in reviewing Contract Orders through the addition of a Senior Purchaser.

2. Improved policy development and articulated procedures were initiated through the addition of a Principal Administrative Analyst to the Management Support Services Section.

3. Word processing capabilities were expanded to monitor the status of Purchase Orders and to compile bidder and vendor lists, a critical element for increasing City business with minority and women vendors.

4. Direct Order Entry systems were tested and implemented to reduce excess inventories.

5. "Charge back" data processing capabilities were started to enhance and measure service to user departments.

6. Surplus sales were accelerated to dispose of obsolete inventories and free warehouse space for bulk purchases that maximize savings to the City.

It is with these types of efficiencies that the Department renewed its commitment to service and sound operation.

THE BUYING DIVISION

Under the City Charter the Purchaser is responsible to:

> "...purchase all materials, supplies and equipment of every kind and nature, and enter into agreements for all contractual services required by the several departments and offices of the city and county..."

The Buying Division assumes these responsibilities by reviewing specifications for goods and services, by evaluating bids from prospective vendors, and by processing all City department requests for Purchase Orders, Term Purchase Agreements or Contract Orders. The Buying Division also carries out the Purchaser's Charter mandate to review all billing prior to payment.

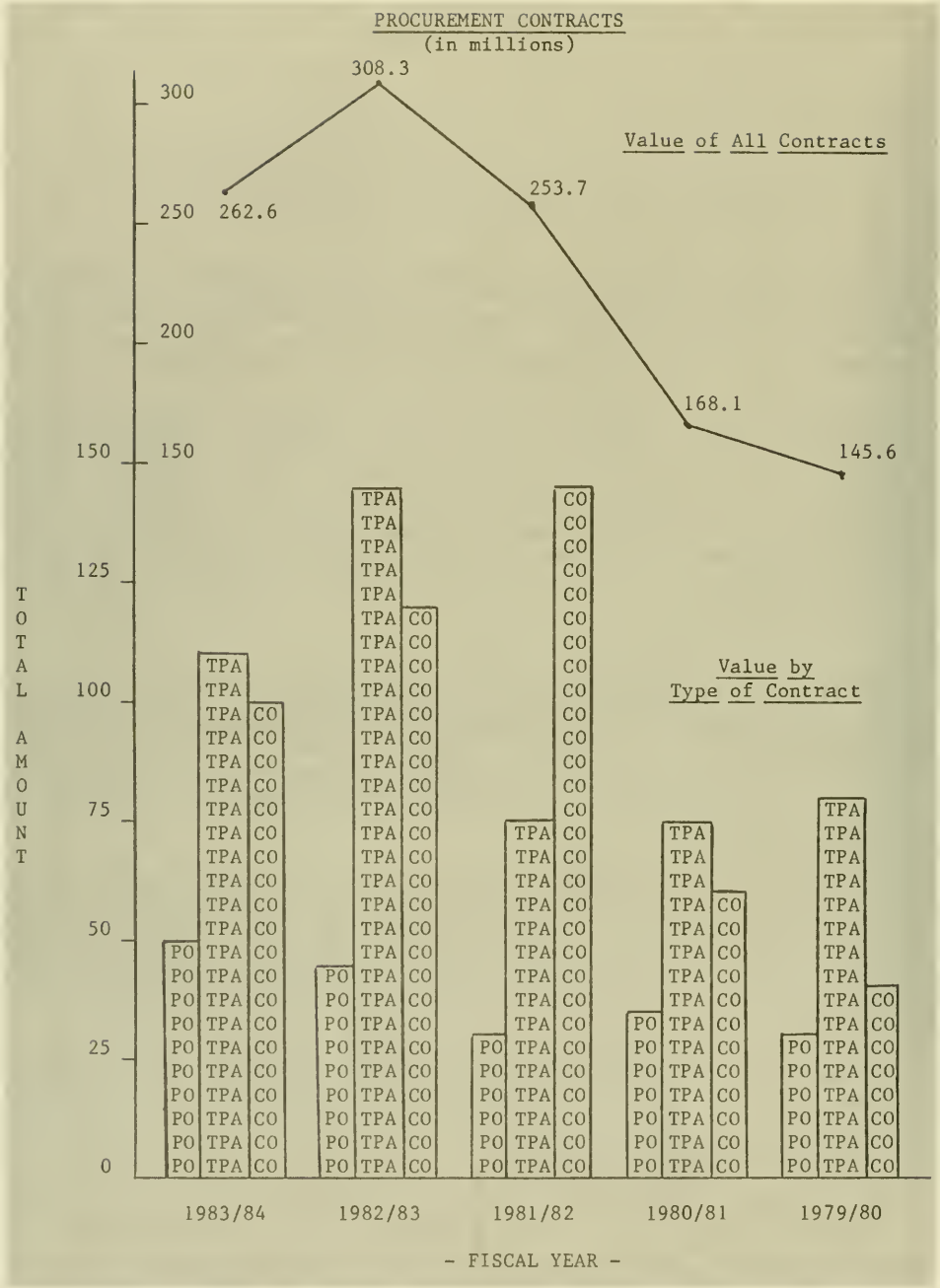
The Buying Division employs a staff of 31 positions consisting mainly of buyers and clerical workers. Three Senior Purchasers, assigned by the Purchaser to the Municipal Railway, the Airport and San Francisco General Hospital, work closely with the Division. Each year the Buying Division contracts for in excess of $300 million in goods and services. These contracts cover diverse procurements from the smallest day-to-day purchase of janitorial supplies to the largest hydroelectric generating units. The Buying Division is located in City Hall under direction of the Supervising Purchaser.

Procurement Contracts -

Procurements are made through one of three requesting documents - the Purchase Order, the Term Purchase Agreement and the Contract Order. The Purchase Order is the main document covering normal purchasing circumstances. The Term Purchase Agreement is a standing agreement between the Purchaser and a particular vendor that is used for commodities that would require numerous, repetitious Purchase Orders. The Contract Order is generally used for the purchase of consultant services or the lease/purchase of sophisticated, technical equipment.

1983/84 saw the first reduction in these types of purchasing contracts since the Proposition 13 decline of 1978/79. This decline was expected for two reasons. First, there was a steady decline in the number of federally funded health services contracts. Second, 1982/83 witnessed an aberration in Term Purchase Agreements due to the inclusion of Term Purchase Agreements between the Hetch Hetchy and Pacific Gas and Electric for the purchase of power.

The Purchaser also delegates authority to purchase goods and services to City departments through the use of revolving funds. Currently, departments may use the revolving fund for purchases not exceeding $50, $100 or $200, depending on the individual department's size and needs. These purchases are estimated to be $30 million per year.


PROCUREMENT CONTRACTS
(in millions)
Value of All Contracts
262.6
308.3
253.7
168.1
145.6
Value by
Type of Contract
TOTAL AMOUNT
300
250
200
150
125
100
75
50
25
0
PO
TPA
CO
1983/84
1982/83
1981/82
1980/81
1979/80
- FISCAL YEAR -

Purchasing Operations

The primary mission of any centralized purchasing service is to standardize equipment and supplies that meet organizational needs while maximizing savings. In applying this standard to the City, three Management-By-Objective targets have been established by the Department:

* keep operating cost at less than .5% of total purchases

* purchase 90% of all items at less than prices paid by similar jurisdictions

* approve service contracts within five working days.

In 1983/84 each of these objectives was either substantially met or met in its entirety. Three basic operating principles help to attain these objectives:

1. Assignments are made to buyers based on their individual areas of expertise. Whenever a City department orders a specific commodity the Supervising Purchaser matches professional staff knowledge with the requisition to ensure the proper commodity is procured at the best price. However, the large number of commodities (100,000) and the limited number of staff (ten Purchasers) often limits specialization.

2. Specification and historical review play a major role in selecting a product. Buyers examine past purchases to evaluate vendor and product performance and, if necessary, consult with departments on exact commodity specification. Through this effort the Purchaser can be sure that items to be procured parallel the needs of departments.

3. Evaluation for inclusion into a Term Contract is essential for each commodity that is procured. The Term Contract is a standing agreement between the Purchaser and a selected vendor to provide City departments with specified commodities at a predetermined price. By making a vendor an exclusive supplier the Purchaser can generate large savings to the City through volume discounts. At the same time delivery is faster as there is no need to bid individual orders.

Bid Section

The Bid Section provides a full line of support to purchasing operations. Typings, mailings, newspaper and magazine advertisings are essential support services allowing buyers the time needed for technical analysis of new commodities. This Section also sells various City documents to the public. During 1983/84 the Bid Section began the extensive use of Word Processing capabilities by tracking all Purchase Orders through their processing stages and by automating the compilation of vendor and bidder lists.

Accounts Payable Section

The Accounts Payable Section fulfills the Purchaser's audit responsibility. After a City department receives an order, it completes a Material Received Report. The Accounts Payable Section uses this document to verify that the vendor has complied with all provisions of a Purchase Order. During 1983/84 this Section saved the City over $130,000 by expediting payment whenever early payment discounts were available.

PAYMENT DISCOUNTS

	Discounts Taken	Discounts Lost
1979/80	$ 72,703.	17,832.
1980/81	110.046.	14,292.
1981/82	134,596.	15,543.
1982/83	116,211.	26,713.
1983/84	133,620.	34,668.

The Year in Review

1983/84 witnessed the advent of a new concept in City purchasing. For the first time the Purchaser engaged direct order systems. In these types of systems the City orders related commodities directly from a single supplier using a data processing terminal provided by the supplier. The first of these systems covers stationery and office supplies. It has allowed the Purchaser to:

- Reduce the time it takes to order and receive stationery and office supplies

- Exploit the warehousing resources of the vendor instead of using City warehousing space

SUPERVISOR LOUISE RENNE DEDICATES THE DIRECT ORDER CENTER

- Monitor citywide stationery usage to eliminate waste.

During the initial stages of development the Buying Division assumed responsibility for the system's feasibility and implementation. After a successful debugging and testing period, a direct order center was set up in City Hall under the Purchaser's Stores and Equipment Division.

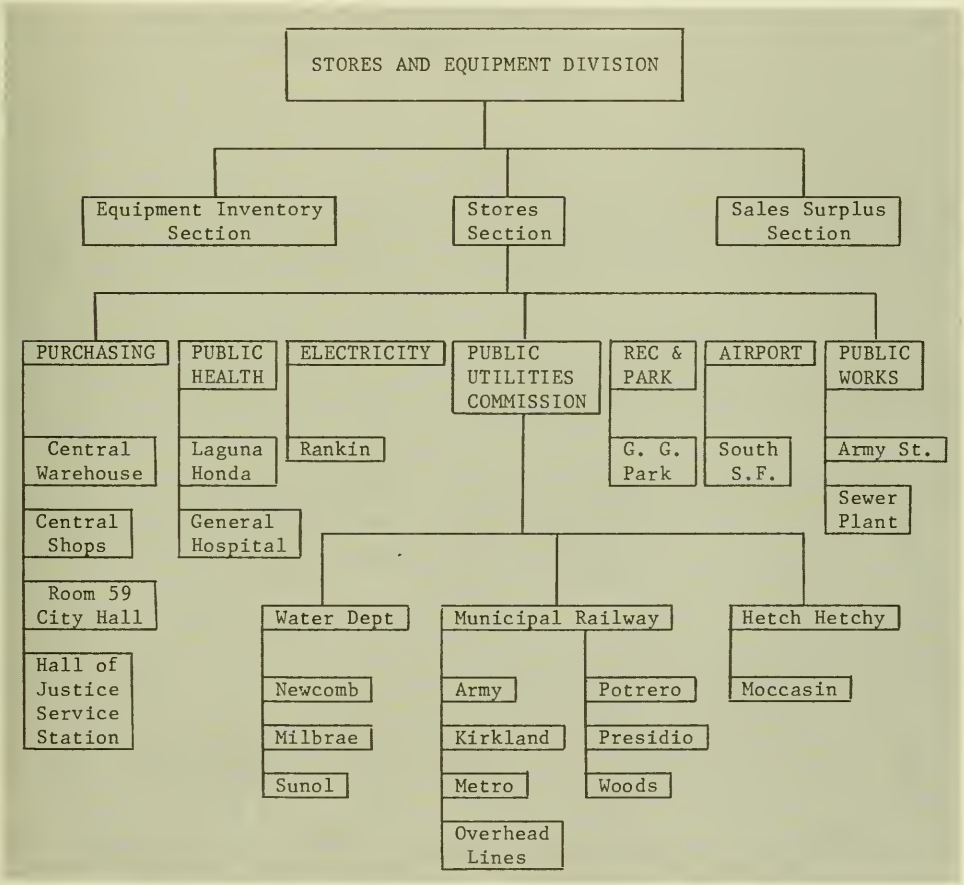
THE DIRECT ORDER LIGHTING SYSTEM

A second direct order system for the procurement of lighting and lamps began a test period during the fiscal year.

1983/84 was also a period when the Purchaser made plans for a Minority Business Enterprise/Women Business Enterprise program. In May the Purchaser received a $100,000 grant approval letter from the United States Department of Commerce to initiate a program of outreach to minority and women firms. This climaxed a five year effort for federal assistance. The year ended with the Department working closely with the Human Rights Commission to implement the Minority/Women/Local Business Enterprise Ordinance aimed at full participation of minorities and women in City contracts.

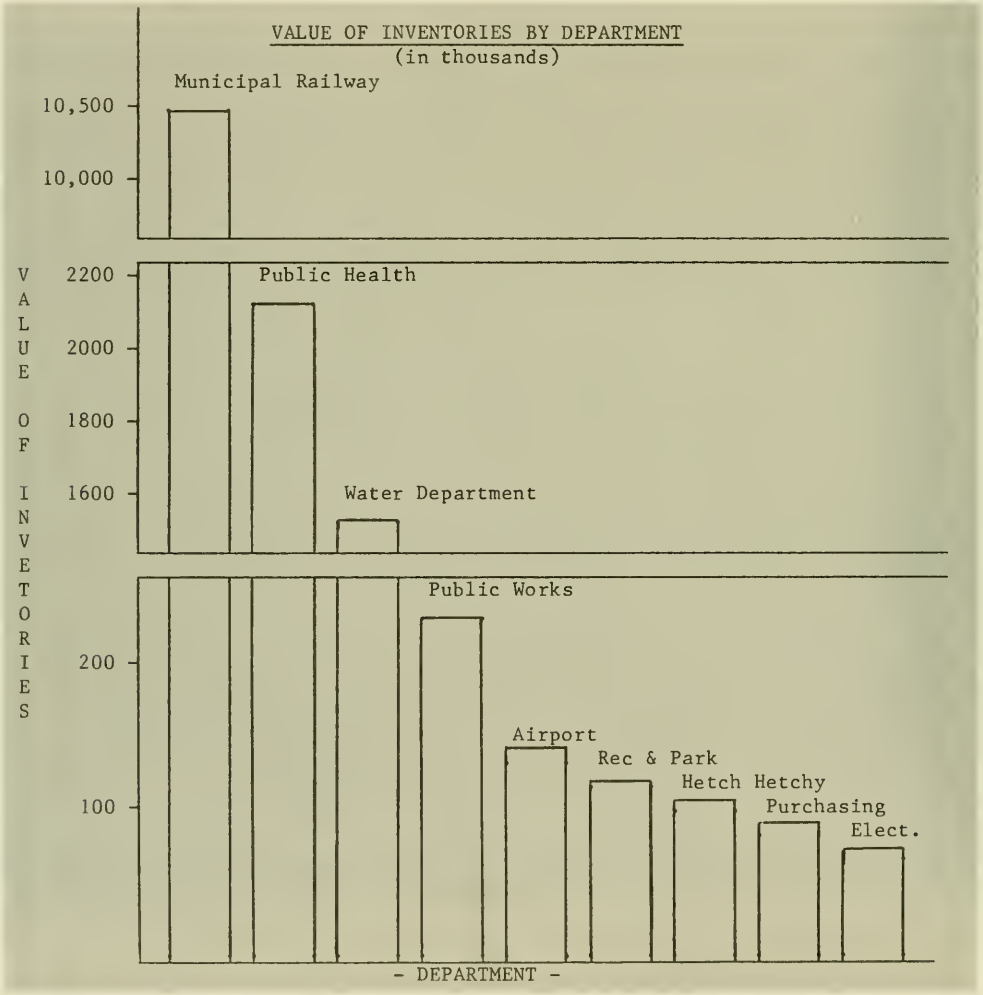
STORES AND EQUIPMENT DIVISION

The Stores and Equipment Division handles the physical distribution of the materials, supplies and equipment purchased for City departments. This responsibility consists primarily of operating storerooms, disposing of surplus goods, and maintaining a perpetual inventory of equipment. The Stores and Equipment Division employs a staff of sixty-eight consisting mainly of storekeepers and inventory clerks. The Division is headed by the Stores and Equipment Supervisor with administrative offices located at the Central Warehouse.



The Stores Section

The Stores and Equipment Division operates twenty-two storerooms through its Stores Section. Storerooms, though mainly located in San Francisco, extend as far as the Hetch Hetchy Storeroom in Tuolumne County, the Sunol Storeroom in Alameda County and the Milbrae Storeroom in San Mateo County. They serve City departments by providing a central location where the goods routinely consumed are received and stored as inventories. They also serve as collection points for gathering surplus equipment before it is turned into the Sales Section for disposal. Fifty-seven Senior Storekeepers, Storekeepers and Assistant Storekeepers are assigned to the Stores Section.



Each storeroom is supervised by a Senior Storekeeper (or Storekeeper in the case of smaller locations) who reports directly to the Stores and Equipment Supervisor. Senior Storekeepers are assigned positions based on the size and complexity of the facility. In addition to superivision, they are responsible for safeguarding, inventorying, and requisitioning adequate levels of supplies and for maintaining a close working relationship with the host department.

The 1983/84 the Stores Section annual physical inventory indicated that there were some $14.8 million of inventories in the custody of the Purchaser. This figure represents an increase of $4.7 million over the previous year. Although six new storeroom inventories were added during the year, the increase was created primarily by user departments expanding their consumption of inventories. For example, the Municipal Railway's Woods and Metro storerooms combined for a reported net increase of $3.4 million to stock parts for new buses and to increase replacement parts for the older buses.

The Equipment Inventory Section

The City's equipment inventory is maintained by the Equipment Inventory Section. Three staff compile an inventory comprised of all items which, over the years, have been purchased through City budgets or donated from private sources. Presently, inventoried equipment consists of items valued at more than $400 having a useful life of three years or more.

The Sales Surplus Section

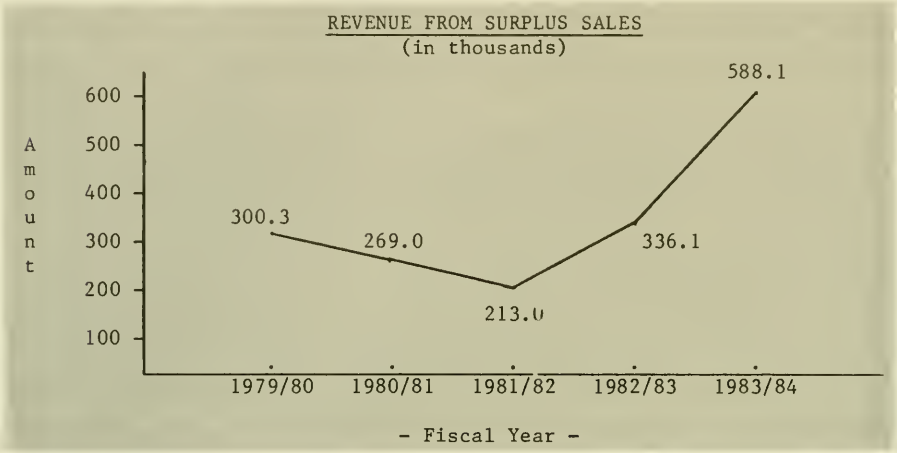
The disposing of surplus commodities is the responsibility of the Sales Surplus Section. Surplus materials, supplies, and equipment are those items which City departments have turned in because they are no longer needed or they have been replaced by new equipment. The Sales Surplus Section determines whether to reissue the item or to sell it to the general public.

Surplus equipment available for reissue to other City departments is collected and held at the Central Warehouse until issued to another department. However, reissued items constitute less than twenty percent of all surplus equipment.

Surplus goods can be sold in one of three different ways. First, they may be sold through use of a

THE PRESIDIO FLEA MARKET SALE IN JULY, 1983 RETURNED OVER $20,000 TO THE GENERAL FUND

term contract. Recyclable paper, oil, and metals are examples of items sold by use of the term contract. Second, they may be sold to the highest bidder through closed, advertised bids. Old police cars and motorcycles are sold in this manner. Third, they may be sold through the flea market. Items such as old file cabinets, hospital kitchenwares and office fixtures are common items available from the flea market.



The Year in Review

1983-84 was a year of mixed results for the Stores and Equipment Division.

Revenue from surplus sales reached all time highs as flea market sales proved to be a successful enterprise. In addition to general revenue, these sales translated into increased warehousing space that could be used to accommodate bulk purchases of items that can further savings to the City. But existing warehouse facilities are in such need of capital improvement and enlargement that their capacity to handle bulk purchases remains questionable.

A landmark event occurred when stationery direct order centers were opened at City Hall and San Francisco General Hospital. By using vendor warehousing resources, the Stores Section could consider the material needs of user departments without the constriction of available space.

Plans were carefully and successfully made to open six new storerooms for the Municipal Railway. As the year closed it appeared that these facilities would be adequately staffed within a short period of time.

The accounting for inventories, however, continued to be a major problem for the Stores Section. User departments were able to provide inventory discrepancy data on only six of the twenty-two storerooms and the figures were questionable. The security of storerooms continued to be a concern as the

Division sought to limit access to Purchasing staff wherever possible. Moreover, supervision of storeroom personnel remains unclear to staff as inventory clerks report to the user department while storekeepers report to the Purchaser.

As the year closed the Purchaser sought to alleviate storerooms problems with two basic remedies. First, inventory clerks should report to the Purchaser in order to provide adequate support to the supply function and to eliminate the inconsistencies of dual supervision. Second, a store account should be established for each storeroom. Under this type of account the value of perishable inventories would not be charged to the using department until it took actual custody of the supplies. Then the Purchaser could properly value inventories and inventory losses for the purpose of allocating resources to the largest and most urgent supply needs.

THE CENTRAL SHOPS

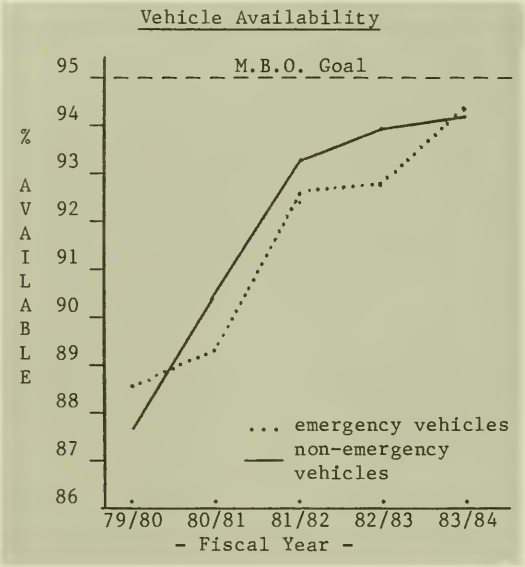
The Central Shops Division provides mechanical maintenance and repair services to all City departments except the Public Utilities Commission. It also inspects, appraises, and makes recommendations on the replacement of vehicles and aids departments in determining vehicle specifications.

The Central Shops employs a staff of 110, consisting mainly of automotive craft workers. Services are funded through revenue generated by individual job orders. At the end of the 1983/84 fiscal year, the Central Shops serviced a fleet of 3665 vehicles with a book value of $35 million. Numerous other repair and manufacturing jobs were made to the City's capital assets ranging from Islais Creek Bridge repairs to the manufacturing of new fire hose nozzles. The shops are located primarily at 1800 Jerrold Street with other satellite facilities. The main shops are the Automotive and Light Truck Shop, the Heavy Truck and Equipment Shop, the Fire Apparatus Shop and the Machine Shop. In addition, seven auxiliary shops augment the main shops by providing specialized services. The General Superintendent of Central Shops supervises the Division from the administrative offices located on Jerrold Street.

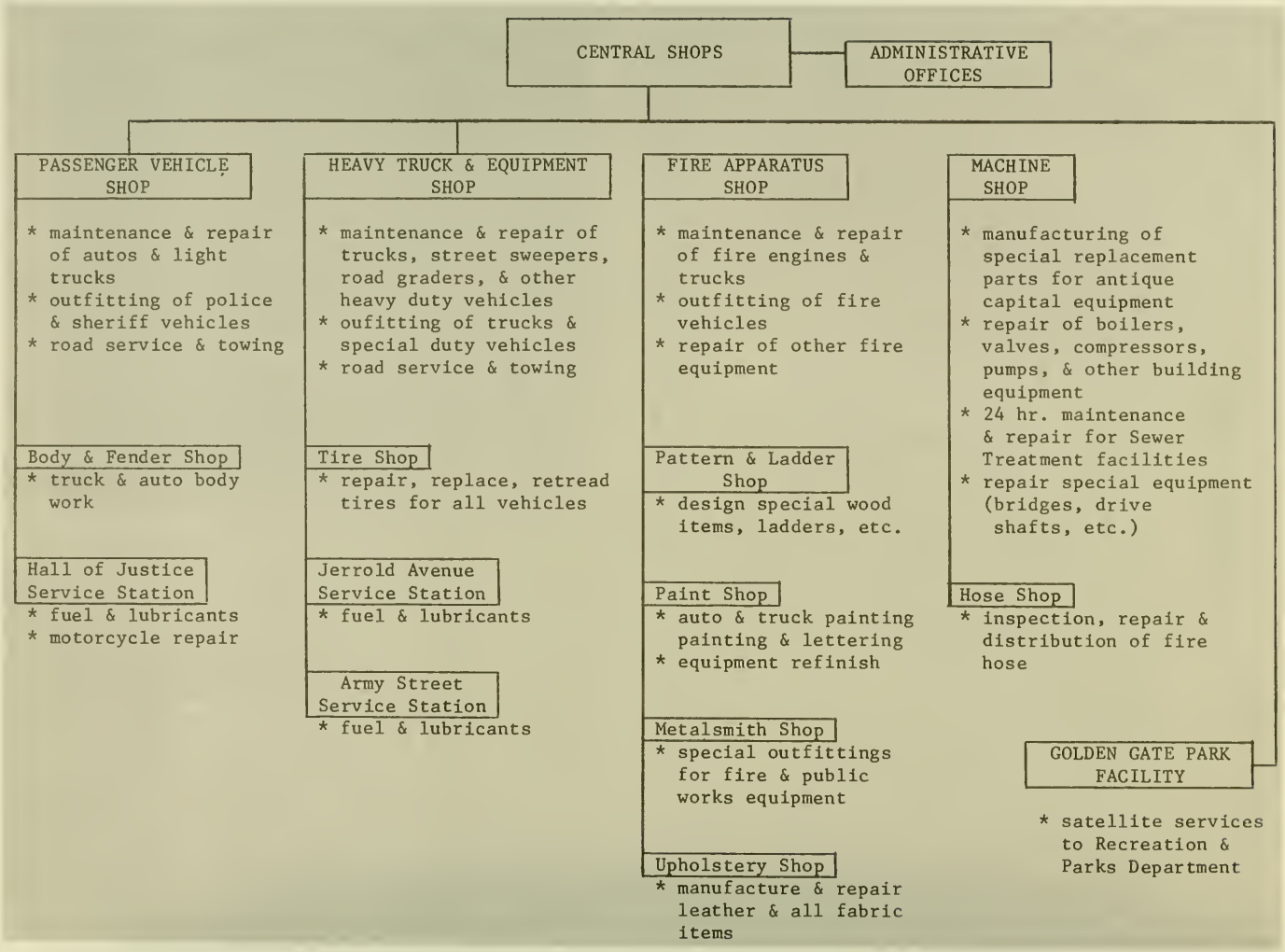
Vehicle Operations

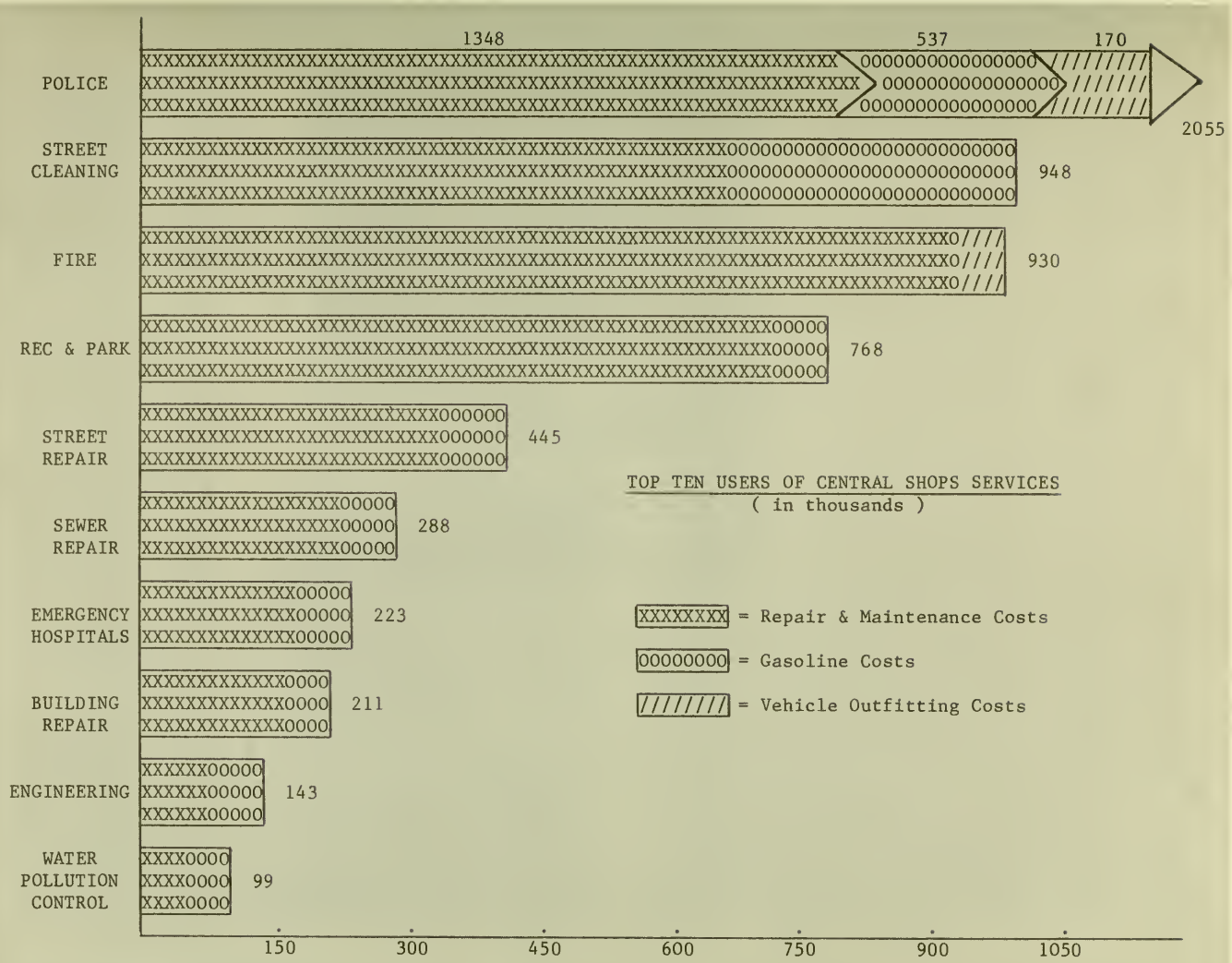
During the year the Central Shops completed over 30,000 vehicle repair, maintenance and modification jobs at an average labor rate of $32.30 per hour. This compares with the current local contract shop rates of $55 to $60 per hour.

Reduced expenditures, however, are only a part of the picture. To the citizen who requires the emergency services of City government - whether medical, fire or police services - cost becomes secondary to response time. And response time is directly impacted by the number of vehicles available for road service. Likewise, to the non-emergency City department which uses a truck or automobile, vehicles are critical items of support having no practical value when inoperable.



The Central Shops has established a goal of making available the highest possible percentage of City automobiles at all times. Considering the number of times when vehicles are unavailable for


CENTRAL SHOPS
ADMINISTRATIVE OFFICES
PASSENGER VEHICLE SHOP
* maintenance & repair of autos & light trucks
* outfitting of police & sheriff vehicles
* road service & towing
Body & Fender Shop
* truck & auto body work
Hall of Justice Service Station
* fuel & lubricants
* motorcycle repair
HEAVY TRUCK & EQUIPMENT SHOP
* maintenance & repair of trucks, street sweepers, road graders, & other heavy duty vehicles
* oufitting of trucks & special duty vehicles
* road service & towing
Tire Shop
* repair, replace, retread tires for all vehicles
Jerrold Avenue Service Station
* fuel & lubricants
Army Street Service Station
* fuel & lubricants
FIRE APPARATUS SHOP
* maintenance & repair of fire engines & trucks
* outfitting of fire vehicles
* repair of other fire equipment
Pattern & Ladder Shop
* design special wood items, ladders, etc.
Paint Shop
* auto & truck painting painting & lettering
* equipment refinish
Metalsmith Shop
* special outfittings for fire & public works equipment
Upholstery Shop
* manufacture & repair leather & all fabric items
MACHINE SHOP
* manufacturing of special replacement parts for antique capital equipment
* repair of boilers, valves, compressors, pumps, & other building equipment
* 24 hr. maintenance & repair for Sewer Treatment facilities
* repair special equipment (bridges, drive shafts, etc.)
Hose Shop
* inspection, repair & distribution of fire hose
GOLDEN GATE PARK FACILITY
* satellite services to Recreation & Parks Department


TOP TEN USERS OF CENTRAL SHOPS SERVICES
(in thousands)
POLICE
1348
537
170
2055
STREET CLEANING
948
FIRE
930
REC & PARK
768
STREET REPAIR
445
SEWER REPAIR
288
EMERGENCY HOSPITALS
223
BUILDING REPAIR
211
ENGINEERING
143
WATER POLLUTION CONTROL
99
150
300
450
600
750
900
1050
XXXXXXXX = Repair & Maintenance Costs
00000000 = Gasoline Costs
//////// = Vehicle Outfitting Costs

service, a tolerance of 5% unavailability (or a target 95% availability) has been established. Progress towards meeting this target has steadily increased over the past five years.. This 95% goal is directly impacted by three factors - Central Shops' productivity, plant facility and the timely replacement of vehicles.

Productivity -

The American Public Works Association research foundation staffing guide for automotive vehicle maintenance is fifty five mechanics plus supervisory staff for every 1000 units. This compares with the Central Shops' total staff of 110 for over 3600 units. Not only is the relationship of manpower to equipment an important factor but the technological complexity of today's vehicles must be considered. Today's mechanics must be trained technicians in all areas of repair. Central Shops has taken advantage of the training opportunities offered by General Motors, Ford and Chrysler in an effort to keep abreast of technological advances.

Plant Facility -

The facility located at 1800 Jerrold Avenue is now twenty five years old. When shops 1, 2, and 3 were combined in 1959, the fleet contained 1600 motor vehicles. Since then, the size of the fleet has more than doubled. In addition, due to size, many of the newer vehicles cannot enter the shops.

For Central Shops to provide adequate maintainance to the 3400 current vehicle units, a plan for a new shop site needs to be developed. However, capital improvement to the present land locked facility may accommodate this need.

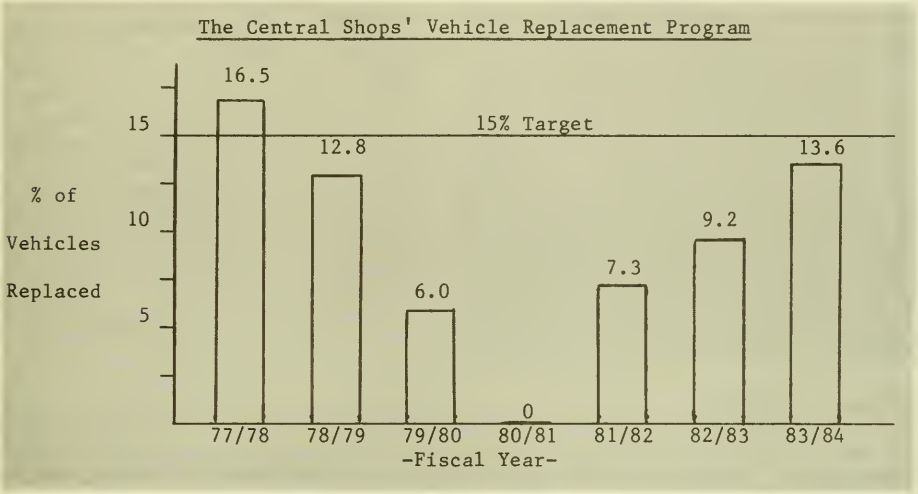
THE FIRE APPARATUS SHOP

Vehicle Replacement -

In 1977 the San Francisco Administrative Code was amended to provide budgeted funds for Central Shops to purchase and replace automobiles and light trucks for 76 City departments and bureaus, or 543 operating units.

The vehicle replacement program seeks to establish an average turn in age of 7 years/70,000 miles for light-duty vehicles and 6 years/60,000 miles for automobiles. These goals can only be achieved by replacing 15% of this portion of the City's fleet per year. A total of 74 vehicles were replaced in 1983/84. This represents 13.6% of the fleet under Central Shops responsibility.

A modest and consistent vehicle replacement program is the greatest deterrent to vehicle downtime. Other replacement benefits include maintenance cost avoidance, fleet standardization, and fuel economy.



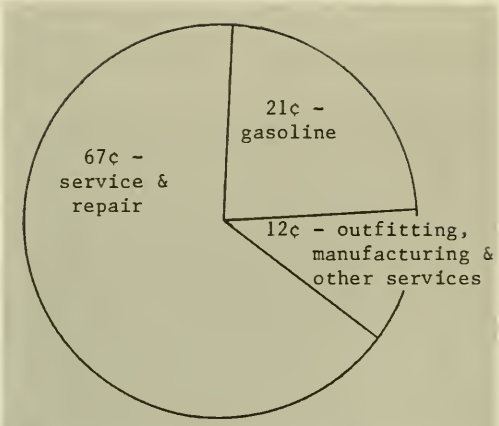
Fuel Consumption

Through its central and satellite service station locations the Central Shops dispensed over 1.5 million gallons of fuel in 1983/84. The cost of automotive fuel declined during the fiscal year as the average cost of $1.09 per gallon represented a 3.2% decline from the previous year. This compares with a 1982/83 decrease of 6.9% and a 1981/82 increase of 9.4%.

THE AUTOMATED FUEL DISPENSING SYSTEM

Other Repairs and Modifications

In 1983/84 the Central Shops completed over 3,000 other repairs and modifications to City equipment. Among its numerous jobs the Fire Apparatus Shop and its auxiliary shops completed orders on designing ladders, outfitting pressure valves, upholstering truckman belts, straps and stretchers, and various electrical repairs. The Truck and Heavy Duty Shop and its auxiliary shops made numerous repairs to sweepers, graders, pumps, compressors and a wide variety of other equipment. In addition



The Central Shops' Service Dollar

to normal service and repair operations the Automobile and Light Truck Shop outfitted in excess of 150 Police, Sheriff Fire vehicles. The Machine Shop expanded its maintenance services to the City's Sewage Treatment plants, provided the Unified School and the Community College districts with numerous boiler room equipment repairs while manufacturing and repairing replacement parts for other capital equipment. In summary, the Central Shops was able to continue to provide the mechanical and technical expertise and service needed to service the City's tens of millions of dollars in capital investments.

The Year in Review

1983/84 saw the Central Shops maintain its high level of cost effective productivity. The $32.30 per hour labor cost represented a continuance of Central Shops operating at 40 to 50% below local contract shop rates.

Continued improvement in vehicle availability occurred as emergency vehicle availability reached a rate of 94% while non-emergency vehicles reached 93.6%. However, unless a high rate of vehicle replacement is maintained and unless plant capacity is expanded it is unlikely that this rate can be reached or exceeded.

At the close of the fiscal year the Central Shops was preparing to implement a computerized fuel dispensing system. In this system, each City vehicle is given a separate key to operate fuel pumps. When entered, the key activates the fuel pump and automatically bills the account of the car and the department to which it is assigned.

THE MISCELLANEOUS SERVICES DIVISION

The Miscellaneous Services Division consists of the Reproduction Section and the Mail Services Section. These sections function as central service units by providing consolidated services to City departments, thus reducing their need to make large capital outlays or contracts for outside service.

The Reproduction Section

For over twenty years the following reproduction jobs have been provided to City departments upon request:

* ammonia printing (for architectural drawings up to 36" wide)
* photography
* offset printing
* microfilming and prints from microfilm
* self service copying
* copies of City maps.

As 1983/84 drew to a close the Purchasing Department was reassessing the role of the Reproduction Section. In the past year the Forms Management Program efforts of the Buying Division had uncovered numerous inefficiencies. With the retirement of the Reproduction and Blueprint Manager came a personnel vacancy rate in excess of 50%, a sharp decrease in work order revenue, and a need for major capital investment to replace obsolete equipment.

Early indications have pointed to contracting out the ammonia printing and microfilming services, expanding the photography and offset services, and closely monitoring the City photocopying needs to centralize service based on individual copier usage.

The Mail Services Section

The Central Mailroom was established just prior to Fiscal Year 1982/83. In the past two years it has demonstrated that savings can be generated through the consolidated services of picking up, delivering, metering and sorting first class mail. In turn, City departments have been able to eliminate or reassign the clerical resources involved in mail processing.

By the end of 1983/84 the Mail Room was serving twenty eight departments. Presorting the mail of each department by ZIP Codes saves the City three cents per letter - or approximately $5000. per month. During the year activity was increased from 130,000 to 182,000 pieces per month. Large periodic mailings such as the semi-monthly mailing of welfare warrants were responsible for the increase. To facilitate these increases the Mail Room started use of an automated "charge back" system for the correct billing of each department.

BY AUTOMATICALLY SORTING AND STAMPING MAIL BY ZIP CODE THE CITY SAVES $5000 PER MONTH

While the Mail Room has not been able to expand its efforts to incoming U.S. mail, it has been able to establish a record of reliability. During the year over 99% of all outgoing mailings were properly sorted and metered. With the feasibility and dependability of the service established, the next few years should witness an expansion of mail services to cover all of City Hall and surrounding City government buildings.

PURCHASING AND SERVICES DEPARTMENT

Annual Report, 1984-85

December 2, 1985

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Introduction

1984/85 was a year of transition for the Purchasing Department. A new Director of Purchasing was selected, and assumed responsibilities one month after the close of the year.

The Department looks forward to 1985/86 as a year of new opportunities and building on past achievements.

I. Buying Division

Purchasing Procedures Manual

In January 1985 the Purchasing Department published its Purchasing Procedures Manual, a guide to the procurement process for user departments. The Manual presents general and specific information on many aspects of purchasing; describes forms and their uses; and includes copies of all instructions issued by Purchasing on particular subjects.

Training Program

The publication of the Manual was accompanied by the start of a series of training sessions for user departments. The program presents an opportunity for both Purchasing and our customers to exchange ideas, solve problems, and keep everyone informed of new issues.

Statistics

The volume of purchasing transactions processed by the Buying Division was:

Purchase Orders	$ 43,154,842
Contract Orders	90,492,200
Term Purchase Agreements	124,255,234
Total	$259,102,276

II. Minority/Women/Local Business Enterprise Program

Inception of the Program

In August 1984 the Board of Supervisors enacted Ordinance No. 139-84, whose goal was to give minority-owned, women-owned, and local businesses a more equitable opportunity to compete for City contracts. In a joint effort, the Purchasing Department and the Human Rights Commission established the M/W/LBE Program, located in Purchasing. Purchasing also received initial financial support from the U.S. Department of Commerce's Minority Business Development Agency (MBDA).

Personnel and Functions

The unit consists of a Program Manager, a Purchaser, two compliance officers funded by HRC, and support.

The Program Manager is in charge of the entire program, and works with: the Buying Division within Purchasing; Purchasing; other City departments; the federal government and other agencies; and private businesses. The Purchaser brings procurement expertise to the program, counsels businesses on how to do business with the City, and does outreach with departments and vendors.

Certification Program

The compliance officers manage the certification program, a program through which vendors certify that they qualify as bona fide minority/women/local businesses. The certification program uses a comprehensive questionnaire which vendors must complete regarding their ownership and business location. During the first year, approximately 600 MBE/WBE vendors, and approximately 200 LBE vendors (non-MBE and non-WBE), were certified by the Human Rights Commission. A periodic recertification program is planned which will help make certain that the vendor database is kept current as businesses are bought, sold, etc.

III. Central Shops

Background

The primary responsibilities of Central Shops are to provide gas station services and vehicle maintenance and repair to all City departments (except PUC and the Airport). Central Shops also administers the Annual Auto Purchase program, which covers 25 City departments.

The Central Shops main facility is located at 1800 Jerrold Avenue. This facility includes administration, Fire Truck and Equipment Repair Shop, Heavy Truck and Equipment Repair Shop, Car and Light Truck Repair Shop, and a Machine Shop. Central Shops also has repair shops and gas stations at Golden Gate Park, Public Works' Army Street Yard and the Hall of Justice. In addition, Central Shops has a machine shop at the Southeast Sewer Plant.

Funding for Central Shops is provided by the transfer of budgeted funds from departments receiving services. The operating budget of each department contains specific amounts for maintenance, repairs and fuel. These funds are transferred by work order to Central Shops which uses these funds to pay for the services provided to those departments. Each department receives a monthly statement showing all charges made against their account during the month. Any funds left in a department's account at the end of the fiscal year revert to the General Fund.

Key Accomplishments during FY 1984/85

1. Progress in development of automated Vehicle Maintenance System.

2. New automated fuel dispensing system proved very successful with many departments participating; should pay for itself within two years.

3. Three state-of-the-art tune-up machines purchased for diagnosing problems with computer-controlled electronics.

4. Swing shift added to Heavy Truck shop, providing better service for ambulances and Public Works equipment.

5. Machine shop designed the portable high-pressure water hydrant, soon to be available to all fire stations. The hydrant is useful in earthquakes.

6. Central Shops assisted in production of the James Bond movie "A View to a Kill" by modifying aerial fire truck used extensively in San Francisco portion of the film.

Annual Auto Purchase Program

During the year Central Shops' Annual Auto Purchase Program purchased 75 vehicles, which represented approximately 14% of the City's fleet. The 14% replacement compares favorably with the fleet management profession's goal of replacing 15% of a fleet annually. The vehicles cost approximately $776,000.

Statistics

Central Shops' total budget was approximately $8,927,000, consisting of:

Services	6,596,000
Fuel sales	1,526,000
Annual Auto Purchase Program	776,000
Other expenses	29,000

The Annual Auto Purchase Program is funded by General Funds. The balance of Central Shops' expenditures are funded by Work Orders from other customer departments.

The service customer breakdown, based on dollar volume, was:

Public Works	34%
Police	24%
Fire	21%
Recreation and Park	11%
Public Health	4%
All others	6%

(Total: $6,596,000)

The breakdown of fuel customers, based on dollar volume, was:

Public Works	42%
Police	31%
Public Health	8%
All others	19%

(Total: $1,526,000)

IV. Stores and Equipment Division

Purpose

The Stores and Equipment Division handles the physical distribution of the materials, supplies and equipment purchased for City departments. This responsibility consists primarily of operating storerooms, selling surplus goods, and maintaining a perpetual inventory of equipment. The Division employs a staff of 68, most of whom are storekeepers and inventory clerks. The Division is headed by the Stores and Equipment Supervisor, with administrative offices located at the Central Warehouse.

Accomplishments

The Division realized $626,644 from sales of surplus property, concentrated in computers and vehicles, compared with $588,098 last year. Because the former U.S. Steel building, which Stores has been using for storage space and flea market sales, will become a new maintenance facility for Muni Railway in the near future, Stores' ability to continue this high level of sales next year is uncertain.

The direct order system for office supplies entered its second successful year of operation.

V. Administrative Services Division

A. Reproduction Bureau

Background

The Reproduction Bureau, located in the basement of City Hall, provides a wide range of graphics services to City Hall, Civic Center, and outlying departments. Available services include:

-- high-speed copying on one Kodak and one IBM copier;

-- copying of longer runs on four offset presses, including annual reports, forms, stationery and newsletters;

-- binding, using collators, a paper cutter, folder, stitcher, drill, and GBC and Velobind units;

-- photography, including on-site photography, photo printing in color or B&W, paste-up, simple typesetting, and graphic design.

Progress During the Year

During FY 84/85, two old presses were replaced with new presses of larger capacity (both size of original and production volume), and the Bureau's offset production increased to 1.1 million impressions per month, up from 100,000 in FY 83/84. A Kodak high-speed photocopy machine was added, bringing monthly photocopy production to 400,000 impressions.

Color photographic services were added. Photo time tripled over the previous year.

Blueprint services were discontinued. The blueprint machine used ammonia, and the machine was sold so the Bureau would be in conformance with hazardous substance regulations.

B. Mailroom

Background

The City Hall Mailroom provides the following services:

-- Special handling of large-volume mailings, including folding, inserting, and sorting by ZIP code.

-- Interdepartmental mail services for City Hall departments and box service for outside departments.

-- Special mail services such as Certified, Express Mail, private express delivery services, and UPS pickup and billing.

Progress During the Year

Interdepartmental mail and special mail services were added.

Almost 2.5 million pieces of mail were processed, compared to just over 2 million pieces in FY 83/84.

The postage discount for presorting reached $90,000, up from $40,000 the previous year.

Purchasing Department Annual Report
FY 85-86

October 1, 1986

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I. Introduction

A. Background on the Purchasing Department

The Purchasing Department is established by the City Charter. In Section 7.100, the Charter gives the department the responsibility to bid and award procurement contracts; to maintain central storerooms and warehouses; to operate garages and shops for repair of City vehicles and equipment; and for property no longer needed by a particular department, to transfer the property to another department or else sell it if no other department can use it. From this statutory charge the Purchasing Department has developed its basic organizational structure: Administration; Buying Division; Central Shops; Stores and Equipment Division; and City Hall's Mailroom and Reproduction Bureau. The latter two operations were established as economical services for City departments located in the Civic Center area.

B. Overview of FY 85-86

1. Management Challenge

Purchasing's new management team faced the following high-level challenges:

-- Maintain the current workload plus increases mandated by newly-enacted statutes, while beginning to implement internal and external changes within City government.

-- Overcome fiscal restraints which historically had hampered progress in the department.

-- Secure support from the Mayor's Office, Chief Administrative Officer, and the Board of Supervisors to help obtain the resources needed by the department.

Having a vision of where the department should be heading is not enough. Without the resources to act, progress will be slow, and might even be in jeopardy as workload increases.

2. Highlights of FY 85-86

Fiscal Year 1985-86 was a year of new as well as historical challenges for the Purchasing Department. A new Director started in August. The project which will bring modern automation to the procurement process began a significant implementation phase with the addition of a Data Processing

Manager to the department. The South Africa Divestment Ordinance was enacted. Towing cars off City streets became a problem, as it had from time to time since the 1960s. Administration of the MBE/WBE/LBE ordinance entered its first full fiscal year, with the strong participation of the MBE/WBE/LBE Unit in Purchasing. New procedures for complying with federal, state and local standards for toxic and hazardous materials were implemented; a Citywide program of testing all underground storage tanks involved Purchasing because Central Shops is responsible for the operation of its own gas station and the gas station at the Hall of Justice.

These developments occurred as Purchasing continued to fulfill its role as awarding authority for many or most of the City's contracts for equipment, supplies and services. The Buying Division's charge to obtain to best combination of price, quality and delivery was maintained, while the Division and the department met all of its MBO goals.

II. Administration and the Buying Division

The Buying Division and the Administration part of the department are discussed together because many of the management and operational issues which involved the Administration are related to the procurement functions of the Buying Division. Management's introduction of the team concept was determined to be the most effective approach to begin problem-solving at all levels of the department while keeping the organization as responsive as possible to requestors' needs.

A. Mission, Goals and Objectives of the Buying Division

1. Mission

The overall mission of the Purchasing Department's Buying Division is to acquire materials and service for all City departments within specified standards of quality, timeliness of purchase, efficiency and accountability. The latter term encompasses, among other standards, compliance with all applicable Federal, California, and San Francisco statutes and regulations.

2. Goals

To implement the mission of the department, general goals are set:

a. Document and formalize internal and external policies and procedures to promote a well-run and productive buying division.

b. Develop standards and objectives that will allow the Buying Division to process requisitions and contracts more efficiently in accordance with sound business practices.

c. Develop sound business and personnel relationships with other City department personnel to assist in meeting requesting departments' needs, and dedicating the Division to providing the highest possible level of service to the departments.

d. Continue to develop a sound program for the acquisition of goods and services from minority, women, and local businesses.

e. Assist in developing and implementing an automated procurement program to better serve the overall interests of the City and to improve buyers' productivity.

f. Continue to review all policies, procedures, goals and objectives on an on-going basis to enable the Division to be on the leading edge of the purchasing profession.

3. Objectives

The Division's objectives, in turn, put the goals into practice in terms of specific tasks, which can either be on-going or have definite completion milestones. The objectives are often part of the Division's operating plan (see part C below).

B. Studies of the Department

Several studies have been conducted of the department, in particular the operation of the Buying Division. In 1983, Edgar, Dunn & Company reviewed the Buying Division and made recommendations related to the following areas: (1) lengthy purchasing and payment processes; (2) need for automation; (3) information flow to departments. In 1985, the Internal Audits Division of the Controller's Office audited the Division, and the Audit Report's recommendations were concentrated as follows: (1) need for automation; (2) general need to streamline the overall procurement process; (3) information flow between Purchasing and requesting departments.

Purchasing responded to the Internal Audits report, commenting on each recommendation and providing the status of efforts, planned, on-going, or deferred, to address each recommendation.

For the new management team, these studies underscored the need for:

-- The need for automation is acute. Purchasing's operations were primarily paper-driven, at a time when procurement operations in the private sector, government, and education and health sectors were becoming automated at an accelerating pace.

-- Pending automation, changes should be made to streamline the purchasing process, including faster placement of orders, faster encumbering of funds, and faster payment of invoices.

-- Internal and external procedures need to be formalized and documented.

C. Operating Plan

To establish a baseline for future growth and to review managers' plan to modernize their respective areas, the Director

asked the division managers to begin developing operating plans for their respective organizations. The plans' formulation process involved the following steps:

1. At the beginning of the planning period, management establishes overall goals or objectives for the entire organization. These overall objectives are then translated into action plans for every manager in the organization so that each has clear, unambiguous objectives for his or her particular area of responsibility--objectives which are in keeping with the overall organizational objectives.

2. An organizational structure consistent with and capable of achieving these objectives must be established. Whereas objectives represent the "end," organization represents the "means" or the vehicle by which the objectives will be achieved.

3. Position descriptions which clearly define the responsibilities of each individual in the organizational structure must then be developed.

4. The next phase involved establishing performance standards to guide and direct each individual's activities. These performance standards must be supportive and consistent with functional areas and overall objectives.

The Buying Division's operating plan has proved to be the most challenging of all the divisions'. The plan attempts to address most of the issues noted in the studies made of the department.

Many of the year's accomplishments covered below are related to areas identified in the operating plan and the studies as needing attention.

D. Decentralization

The Buying Division took a significant step to improve service level to requesting departments by locating Senior Purchasers in some departments and dedicating them full-time to procurement for the assigned department. This year, one senior purchaser was relocated to DPW, and one to Rec and Park. With one Senior Purchaser already assigned to San Francisco International Airport, one at San Francisco General Hospital, and one at PUC, this resulted in a total of five satellite purchasers supporting individual departments.

E. Interface Procedures

As part of the decentralization effort, Purchasing put into place interface procedures with the requesting departments to whom senior purchasers would be assigned. The procedures delineate lines of authority, matrix management reporting relationships, and other matters. The first interface procedure was signed during the year, and it was with San Francisco General Hospital. Others would follow, and one was signed with a second department early in 86-87.

F. Establishment of Buying Teams

The Buying Division staff in Central Purchasing was reorganized into teams. Each team consisted of one Senior Purchaser and two Purchasers. Each Purchaser was assigned specific commodities and would provide primary backup if the other Purchaser was unavailable (e.g., vacation). The Senior Purchaser would provide secondary backup. Professional services contracts, which had been assigned to Purchasers on a type-of-service basis, were reassigned on according to requesting department.

The team approach helps maintain continuity and gives departments and vendors a single contact area in Purchasing for their needs.

G. Charter Change related to Signature Authorization

To streamline the modernize part of the procurement process, Purchasing recommended to the CAO's office that the Charter be changed in two ways: first, to raise from $15,000 to $50,000 the threshold amount above which contracts signed by the Purchaser had to be co-signed by the CAO; and second, to officially allow the Purchaser to delegate his signature authority within the Purchasing Department.

Raising the signature requirement for the CAO improved the process by allowing lower-value contracts to be executed only by Purchasing and thus be completed more quickly. This would free the CAO from having to review and sign the smaller contracts and devote his time to the larger contracts, which generally are more significant than the others.

To delegate signature authority, the Purchaser would direct that buyers and senior buyers, acting as the City's contract awarding officials, would sign purchase orders, term purchase agreements, and contract orders, up to certain specified dollar amounts. In general, the buyers' limit would be lower than the senior buyers' limit. The Assistant Directors' limit would be

equal to the Director's limit of $50,000, thereby allowing the Assistant Directors to execute any award document during the Director's absence. A hypothetical example would be:

Assistant Director	up to $50,000
Senior buyers	10,000
Buyers	5,000

Officially allowing signature authority to be delegated within Purchasing also expedites order placement, both in Purchasing's central office and at satellite Purchaser locations.

The ballot argument for Proposition B noted that $50,000 in 1986 was the equivalent to only $15,000 in 1967 dollars.

Proposition B was approved by the voters in the June 1986 election. Implementation began in early FY 86-87. Proposition B appears as Appendix 1.

H. Raising Threshold Amount for Bids

Central to procurement for the City is the bid process. The Administrative Code recognizes, however, the need for a streamlined ordering process for lower-value orders, and §21.18 allows Purchasing to place orders below $5,000 under specialized procedures unaffected by other Code sections.

In December, the Purchaser raised the Buying Division's limits requiring bids from $500 for Purchasers and $1,000 for Senior Purchasers, to $1,000 and $2,500, respectively. A goal was to decrease the time spent placing orders below these limits, allowing the Buying Division to concentrate on higher-value orders.

I. Data Processing

1. Establishment of Data Processing Manager

As noted above, automation has been a historically recognized need of the department. A project to automate the purchasing process and materials management systems had been proceeding for some time before FY 85-86. A lack of dedicated resources, including management resources, in Purchasing was hampering the project's progress, so the Director secured funds and created a Data Processing Manager, who would be the project manager and who would oversee general automation of the department. Working with Civil Service, the position was created and then filled in February 1986 after an extensive search.

2. Procurement System Project

The department's senior management team determined that the Procurement System Project would focus first on modernizing and automating the activities directly surrounding procurement and accounts payable. These areas offer significant benefits from a standpoint of reducing the cost of obtaining goods and services, including: lowered internal costs via faster order processing; ability to take more prompt payment discounts; and negotiating for lower prices based on data of projected annual usage.

A Citywide Steering Committee was established, a Project Team formed with representatives of using departments, and a phased work approach adopted. The objectives of the first phase were to:

-- Describe the problems and opportunities with the current procurement process.

-- Identify immediate and interim policy, procedural, organizational and automation steps which can be taken to improve the process.

-- Define the general functional and informational requirements of an automated system, including interfaces to existing systems.

-- Enumerate alternative strategies for development and implementation of an automated procurement system.

3. MBE/WBE/LBE Reporting System

Working with members of the MBE/WBE/LBE Unit, the Data Processing Manager completed the requirements for a reporting system of data related to the MBE/WBE/LBE Ordinance. The system is designed to track all Purchase Orders, Term Purchase Agreements and Contract Orders. It is a PC-based system, developed by E. H. White & Co, and supports Purchasing's requirement to monitor the extent of MBE, WBE and LBE participation in City purchasing.

4. Office Automation Project

The Data Processing Manager planned a new Office Automation Project. Acquisition of two Wang PC's and one Wang VS workstation was approved in late 85-86. The equipment was installed in early 86-87.

The introduction of this equipment allows the department to begin staff training and set the foundation for the

transition to a full Wang system for the department. Additional equipment will be installed in the next two fiscal years.

J. South Africa Divestment Ordinance

1. General

The Divestment Ordinance, which became known as the "South Africa Ordinance," became effective on March 9, 1986. It generally prohibits the City from:

(1) depositing funds in banks with proscribed financial ties to South Africa, e.g., new loans to the government or South African companies;

(2) purchasing services from companies which supply services to the South African government or to customers located in South Africa; and,

(3) purchasing commodities either made in South Africa or sold by companies doing business there, which was interpreted during implementation of the ordinance as selling commodities to the South African government or to South African customers.

2. Impact on the Buying Division

The ordinance had a major impact on Purchasing. First, Purchasing conducted a mass mailing to vendors, asking them to sign the affidavit of compliance if they could. This was necessary so that the Buying Division would have as much information as possible, as soon as possible, within current staffing resources, about: (1) which vendors the City could purchase from without difficulty (i.e., those with vendors who could sign); and (2) which vendors could not be purchased from without research to determine whether the potential transactions qualified as exceptions to the ordinance (i.e., those with vendors who could not sign).

Under the ordinance, the purchasing process required the following new steps:

-- review Purchasing's vendor list to see whether requesting department's suggested vendor has signed the affidavit.

-- If so, order may be placed normally.

-- If not, and if City has not asked for affidavit previously, send affidavit to vendor with request to review and sign.

-- If vendor has advised it is unable to sign, review whether another vendor, who has signed, can provide the service or commodity requested. At the same time, review whether any of the exceptions available under the ordinance apply to the particular transaction.

3. Impact on Management

Implementing the ordinance caused management to divert significant time and effort away from modernization of the department and other issues. Part of the efforts of management and the Buying Division to implement the Division's operating plan were deferred. Internal and external documentation of procedures proceeded much more slowly.

4. Regulations

The ordinance empowers the Purchaser to issue regulations for the purchase of services and commodities. The Purchasing Department produced and distributed for comment a preliminary draft of regulations after the ordinance was passed and before it became effective, based on the department's estimate of the effects the ordinance would have.

When the department began operating under the ordinance, two effects were immediately apparent. First, the workload was higher than anticipated. Second, many specific questions on how to apply the ordinance arose which had not been anticipated in the draft regulations. These factors combined to postpone development of the regulations. As decisions were made by Purchasing and the City Attorney's Office on the ordinance's effect on particular transactions, these case-by-case decisions were laying the groundwork for a comprehensive set of regulations. Decisions on significant issues were communicated to City departments.

At the end of the fiscal year, the City Attorney's Office expressed the hope that it would be able to write the next draft of the regulations. Purchasing assembled a package of all relevant materials and presented it to the City Attorney's Office. Unfortunately, in the early months of FY 86-87, other legal issues took precedence, including the Board of Supervisors' ability to seek outside counsel. Purchasing then submitted a request for a supplemental appropriation related to the ordinance, and the regulations project was deferred until the supplemental became implemented late in FY 86-87.

K. Towing

The City experienced significant performance problems with the contractors responsible for towing, storing and removing vehicles from the City streets. The time devoted by the Director

and both Assistant Directors to address these continuing problems was thus not available for departmental modernization and other, higher-level management issues with impact throughout City government.

The City's towing contracts were two: (1) towaway zones, accidents, driveways; (2) abandoned vehicles. At the beginning of the fiscal year, ABC Towing had the towaway zone tows, and Bayview Towing had abandoneds. During the year, ABC filed for bankruptcy and Bayview had its assets seized by the IRS.

Purchasing considered these events to be an opportunity to prepare a history and status report on the City's experience in contracting for towing. The report was submitted to the Finance Committee in November 1985, covered major developments in towing since 1969, and suggested a new approach to solving the City's historical problem.

During 85-86, several City departments, led by Purchasing, the City Attorney's Office, the Port, and Real Estate, began the project of formulating long-term solutions to the City's history of unreliable towing contractors. Availability of land for storing and dismantling vehicles historically had been a problem for many contractors, and so the group's central task for identifying land which the City either owned or could lease on a long-term basis, and then lease or sublease to future contractors. This process bore fruit in FY 86-87.

The City allowed ABC to raise its tow rates somewhat during the year, and ABC continued towing. For abandoneds, Bayview's inability to perform because of its IRS problems constituted a material breach of its contract with the City, and the contract was terminated. An interim emergency contract for abandoneds was awarded to City Auto Services, who performed through the end of the fiscal year and into FY 86-87, though performance was not in complete accord with contract requirements.

During this period, Purchasing negotiated approximately seven new contracts and modifications to old contracts, involving four different towing contractors, to keep towing services operating in the City.

L. Toxics

The Hazardous Substances Information and Training Act passed by the California Legislature imposed many requirements on the City's purchase, storage, use and disposal of toxic chemicals and materials. In particular, the legislation requires that employers obtain Material Safety Data Sheets (MSDS's) from the manufacturers of all hazardous materials that the employer uses. The employer must provide the MSDS's to all employees who use the substances, and specially label the substances.

The Department of Public Health was named to be the City's "lead agency" for ensuring that the City complied with all related legislation. DPH formed a Toxic Policy Steering Committee composed of representatives of various City departments, including Purchasing. As members of the committee, management personnel from Purchasing devoted as much time as perhaps any City department, except DPH, in contributing to the program.

As buying agent for many of the estimated 15,000 chemicals used by City departments, the Purchasing Department was directly affected by the legislation. The Buying Division responded by developing internal procedures regarding the purchase of hazardous materials. The Division also worked closely with DPH regarding the screening of requisitions for the purchase of toxic materials and the processing of MSDS's.

An important role for Purchasing in the early stages of the toxic program was to establish contracts for removing toxic waste from City property. Removal and disposal of waste are covered by the Hazardous Waste Control Act, also a California statute. Purchasing managed the competitive bid process and awarded contracts to five disposal companies. These contracts provided for the pickup and disposal of hazardous wastes from City sites on a schedule of every 90 days.

M. Purchasing Department Budget

Appendix 2 is a summary of the department's budget for the year. The appendix is comprised of pp. 3588-3589 of the Mayor's budget document for the year.

N. Procurement Statistics

The volume of purchasing transactions processed by the Buying Division was:

Purchase Orders	$ 49,600,000
Contract Orders	133,200,000
Term Purchase Agreements	130,000,000
Total	$312,800,000

Several appendices to this report show characteristics of Purchasing's workload of purchase orders and TPA's:

3: Purchase orders processed: total amount spent in purchase orders, by requesting department.

4: Purchase order plus TPA documents processed, by requesting department.

5: Distribution of purchase orders by dollar range: the number of purchase orders, by dollar range. This shows that purchase orders of $5,000 and below comprise 90.8% of the total number of purchase orders processed.

6: Total dollar amount of purchase orders, by dollar range: This shows that purchase orders of $5,000 and below comprise 26.3% of the total dollars spent in purchase orders.

O. Management-by-Objectives Program

1. MBO Goals

The Management-by-Objective goals for the Buying Division are:

a. Maintain operating costs at a level no greater than 0.5% of total dollar purchases.

b. Execute 90% of all requisitions received which are properly funded and have proper specifications for materials, supplies and equipment into purchase orders within the budget year.

c. Process 95% of all Direct Payment Vouchers and Voucher Payments to the Controller within 5 working days after receipt (except for documents found by the division to be improper or illegal and so would be returned to the originators).

d. Process 90% of payments to vendors on Purchase Orders within 5 working days after receipt of proper invoicing from vendors and properly-prepared Material Received Record from departments.

e. Restructure the present Buying Division organization to accomplish clearer reporting lines and facilitate better purchase tracking for user departments.

f. Conduct staff meetings for the division at least once per month.

2. MBO Performance

All the Division's MBO goals were met.

III. MBE/WBE/LBE Program

A. Background

In August 1984 the Board of Supervisors enacted Ordinance No. 139-84, with the goal of giving minority-owned, women-owned, and local businesses a more equitable opportunity to compete for City contracts. In a joint effort, the Human Rights Commission (HRC) and the Purchasing Department established the MBE/WBE/LBE Program, located in Purchasing. Purchasing also received initial financial support from the U.S. Department of Commerce's Minority Business Development Agency (MBDA).

B. Personnel and Functions

The unit consists of a Program Manager, a Purchaser, two compliance officers funded by HRC, and support. The Program Manager works with: the Buying Division within Purchasing; other Purchasing divisions; City departments; the federal government and other agencies; and private businesses. The Purchaser brings procurement expertise to the program, counsels businesses on how to do business with the City, and does outreach with departments and vendors.

The Unit is a key resource, enabling the department to increase its MBE/WBE/LBE purchasing levels.

C. Certification Program

The compliance officers manage the certification program, a program through which vendors certify that they qualify as bona fide minority, women, and local businesses. The certification program uses a comprehensive questionnaire which vendors must complete regarding their ownership and business location. During the first year (FY 84-85), approximately 600 MBE and WBE vendors, and approximately 200 LBE vendors (non-MBE and non-WBE), were certified by HRC. A periodic recertification program is planned which will help ensure that the vendor database is kept current as businesses are bought, sold, etc.

Certification and recertification require a continuous effort by HRC, and are critical to the success of the program.

D. Performance

Total procurements were as follows (purchase order data only):

Total purchasing	$46,013,740	100.0%
MBE	5,116,267	11.0
WBE	2,099,954	4.5%

E. Grant from Department of Commerce

The federal grant, which provided $75,000 for 85-86, had been scheduled by the Department of Commerce to decline to $50,000 for 86-87, but effort by the unit during this year to renew the grant led to continued funding of $75,000 for the next year.

F. Management-by-Objectives Program

1. MBO Goals

The MBE/WBE/LBE Unit in Purchasing had the following MBO goals:

a. Increase the number of certified MBE/WBE vendors by 75% over the current population.

b. Accomplish at least 95% of the contract objectives presented to the U.S. Department of Commerce in the funding grant for the program.

2. MBO Performance

Both of the unit's MBO goals were met.

IV. Central Shops

A. General

Central Shops provides the following services to the City:

* Maintenance and repair services to all City departments except the Port, PUC, and the School District.

* As part of the annual budget process, inspection and evaluation of the fleet, and recommendations for the replacement of vehicles in the fleet (primarily those vehicles assigned to General Fund departments).

* Help to departments in determining vehicle specifications.

* Operation of several City gas stations at Shops' main facility at 1800 Jerrold, at Rec and Park, at the DPW facility on Army Street, and for the Police Department at the Hall of Justice, Mission Station and Central Station.

* Specialized maintenance of the drawbridges.

* Fabrication of fire hoses and ladders.

Services are provided at 1800 Jerrold and at satellite facilities. Shops is organized into the: Automotive and Light Truck Shop; Heavy Truck and Equipment Shop; Fire Apparatus Shop; and Machine Shop.

Central Shops employs a staff of 109, consisting primarily of automotive craft workers. Services are funded through revenue generated by individual job orders. At the end of FY 85-86, Central Shops had serviced over 25,000 vehicles.

Appendix 7 compares the size of the City's inventory of vehicles and equipment maintained by Central Shops, with the Shops' population of crafts workers who perform the maintenance, at various intervals from 1951-52 through 1985-86. From 1984-85 to 1985-86, the Shops population remained constant while the inventory of vehicles and equipment grew. Appendix 7 shows a larger inventory for two reasons: (1) some increase in the number of vehicles and equipment; (2) a more complete computerized inventory.

B. Automation

Shops continued to implement its automated fuel dispensing system, signing up more City departments as participants in the program. The largest new customer was the Housing Authority.

C. Toxics and Hazardous Materials

In coordination with the Toxics Management Program of the Department of Public Health, Shops conducted an inventory of all of its locations. The few obsolete items were removed.

Shops also conducted a mass mailing to its suppliers to request Material Safety Data Sheets (MSDS's) for products used by Shops. Laws require vendors to supply MSDS's. Shops accumulated approximately 800 MSDS's for its products.

D. . Inquiry from the Mayor regarding Fleet Management

In February the Mayor asked the Chief Administrative Officer some general questions relating to how the City managed its vehicle fleet. After extensive research during the balance of this fiscal year, Purchasing submitted a detailed status report to the Mayor in early 86-87. The Mayor's questions covered the following subjects:

1. Review of existing policy on the use of City cars.

2. Whether current policy is being enforced by specific departments.

3. How many City cars are now in use.

4. Departmental policies for deciding who uses cars.

5. Suggestions on a more economical purchase program for new cars.

The report's specific recommendations will be addressed in Purchasing's Annual Report for FY 86-87.

E. Other Highlights

1. Rebuilding Ambulances

Shops completely rebuilt three ambulances during the year, at a cost of approximately $20,000 each. The alternative would have been for the City to purchase new ambulances for $43,000 each. Thus, Shops saved the City approximately $69,000 by this program.

2. Preventative Maintenance Intervals

Shops began an experimental procedure of extending the time between preventative maintenance appointments for Police Department and Social Services vehicles. Police vehicles had been receiving regular maintenance every 3,000 miles, Social

Services vehicles every 2,000 miles. Interval between servicings for Social Services was extended to every 4,000 miles. For the Police, the new intervals were 4,000 miles for patrol cars and 6,000 miles for unmarked vehicles.

As a result, expenses per vehicle for regular maintenance have declined. No increase in unscheduled repairs has been experienced due to this change.

3. Outfitting Police Cars

Fifty black-and-white police patrol cars were outfitted by Shops during the year. Outfitting includes light bars, sirens, decals, screens and push bumpers.

F. Statistics

1. Fuel Customers

Central Shops dispensed a total of 1,576,089 gallons of fuel at an average cost of 95¢ per gallon. Departments' expenses for fuel (gasoline, diesel, propane) were:

Public Works	$ 618,716	41%
Police	500,998	33
Public Health	99,829	7
All others	279,022	19
Total	$1,498,565	100%

A chart of this data appears as Appendix 8.

2. Maintenance and Repair Customers

Departments' expenses for maintenance and repair are shown below. These amounts include specialized services such as outfitting of new vehicles.

Public Works	$2,449,191	30%
Fire	1,567,643	19
Police	1,522,174	18
Rec and Park	747,110	9
Public Health	339,215	4
All others	1,631,294	20
Total	$8,256,627	100%

A chart of this data appears as Appendix 9.

3. Vehicle Outfitting

Included in item 2's total maintenance and repair expenses is vehicle outfitting. Major customers were:

Fire	$103,928
Police	99,010
Emergency vehicles	56,110
New fleet vehicles	13,900
All others	21,958
Total	$294,906

4. Vehicle Replacement

Central Shops bought 78 new vehicles to replace units in the City's fleet no longer suitable for service. This represents a replacement rate of 12%, which is below, though close to, the fleet industry's recommended rate of 15% (replacing the entire fleet every seven years). The new vehicles cost $747,700.

5. Labor Rate

Central Shops' average labor rate this year was $34 per hour, slightly more than one-half of what car dealers charged.

G. Management-by-Objectives Program

1. MBO Goals

Central Shops' MBO goals were:

a. Throughout the year, have an average of no more than 5% of the general purpose autos and light trucks out of service for preventive maintenance or mechanical repairs.

b. Throughout the year, the average out-of-service time for general purpose autos and light trucks for related to preventive maintenance and repair will not exceed 6 days.

c. Throughout the year, have an average of no more than 5% of police vehicles out of service for preventive maintenance and repairs.

d. Throughout the year, the average out-of-service time for police vehicles for preventive maintenance and repair will not exceed 4 days.

2. MBO Performance

All of Central Shops' goals were met.

V. Stores and Equipment Division

A. Services Provided by the Division

1. General

The Stores and Equipment Division is responsible for the physical distribution of materials, supplies and equipment purchased for City departments. This responsibility consists primarily of operating storerooms, selling or otherwise disposing of surplus goods, and maintaining a perpetual inventory of equipment. The Division employs a staff of 96, consisting mainly of storekeepers and inventory clerks. The Division is headed by an Assistant Director of Purchasing and the Stores and Equipment Supervisor, with administrative offices located at the Central Warehouse.

2. Stores Section

The Stores and Equipment Division operates 24 central storerooms and warehouse through its Stores Section. Storerooms and warehouses, though the majority as located in San Francisco, are spread as far as the Hetch Hetchy Storeroom in Tuolumne County, the Sunol Storeroom in Alameda County, and the Millbrae Storeroom in San Mateo County. They serve City departments by providing a central location where goods routinely consumed are received and stored as inventory. The storerooms also serve as collection points for gathering surplus goods before they are turned in to the Sales Section for disposal.

3. Surplus Disposal Section

a. General

The disposal of the City's surplus goods is the responsibility of the Surplus Disposal Section. Surplus materials, supplies, and equipment are those items which City departments have turned in to the Purchaser because they are no longer needed or they have been replaced by new equipment. The Section determines whether to reissue the item to another City department or to sell it to the general public.

b. Reissues

Surplus equipment available for reissue to City departments is collected and held at the Central Warehouse until issued. Reissued equipment is especially useful to those City departments that, for various reasons, do not have sufficient funds to purchased the required equipment new.

c. Sales

Surplus materials, supplies and equipment can be sold in one of three different ways. First, they may be sold through the use of term contracts. Recyclable paper, oil and metals are examples of items sold through term contracts. Second, they may be sold by the Section's requesting sealed bids. Old cars, motorcycles and trucks are sold via sealed bid. Third, they may be sold through the flea market, operated in the division's U.S. Steel Building warehouse. Items such as old file cabinets, typewriters, hospital kitchenwares, and office fixtures are common items available from the flea market.

4. Perpetual Equipment Inventory Section

The Purchaser's Perpetual Equipment Inventory is maintained by the Equipment Inventory Section. This section maintains an inventory comprised of all equipment which, over the years, has been purchased through City budgets or donated from private sources. Currently, inventories equipment consists of items valued at more than $400 and having a useful life of three years or more.

5. Other Services

The Division also provides pickup and delivery services and storage facilities to City departments. Departments such as the Public Administrator, DPH, DPW, CAO, Mayor's Office of Emergency Services, and the Fire Department store surplus property, records, and supplies at Central Warehouse. As an adjunct to surplus disposal activities, the Division often provides pickup and delivery services. These services are especially helpful to those departments which have no means of moving surplus items for disposal or reissued to them.

B. Toxic and Hazardous Materials

The City's new procedures for hazardous materials had direct effects on Stores, in part because many storerooms warehoused chemicals. During the year, Stores, in coordination with the Toxic Management Program of DPH:

-- Completed a hazardous materials inventory of all storerooms.

-- Removed all surplus or obsolete hazardous materials.

-- Installed systems for managing and reporting hazardous materials which remained in inventory.

-- Coordinated with user departments to implement ordering, labeling and storage procedures.

-- Updated surplus sales term contracts for hazardous and recyclable materials to comply with laws and regulations.

-- Coordinated hazardous materials awareness training for all employees.

C. Performance Data

1. Sales

Sales of surplus City property generated $535,357 during the year. This was less than 83-84, a year when the Division benefitted from a computer sale which brought in unexpected revenue. Appendix 10 shows sales from 80-81 through 85-86 and what proportions were generated through Closed Bids, Term Contracts and the Flea Market.

Stores anticipated that new toxics regulations will reduce potential future sales of waste products, including waste oil. It is possible, in fact, that waste oil, instead of generating revenue, will become an expense if it must be disposed of as hazardous waste.

2. Storeroom Inventories

The value of storeroom inventories from 82-83 through 85-86, both totalled and by department, is shown on Appendix 11. Total inventories declined by approximately 4% from 84-85. This decline may have been due to automation efforts at a number of larger departments which resulted in more timely and more accurate inventory data. These efforts helped reduce the amount of safety stocks required and frequency of errors.

D. Management-by-Objectives Program

1. MBO Goals

The Division's MBO goals are as follows:

a. Hold a minimum of 40 major sales of surplus City property annually.

b. Generate revenue of $500,000 from sales of surplus property.

c. Fill 95% of requisitions for inventory items within 2 working days.

d. Issue inventory decals within 2 working days, and submit DMV documents within 3 working days after receipt of purchase orders and vehicles.

2. MBO Performance

All of the Division's MBO goals were met.

VI. Miscellaneous Services

A. Reproduction Bureau

1. Introduction

The Reproduction Bureau, located in the basement of City Hall, provides a wide range of graphics service to City Hall, Civic Center, and outlying departments. Available services include:

-- High-speed copying on Kodak and IBM copiers.

-- Copying of longer runs on four offset presses. The presses are used for annual reports, forms, stationery and newsletters.

-- Binding, using collators, a paper cutter, folder, stitcher, drill, and GBC and Velobind units.

-- Photography, including on-site photography, photo printing in color or B&W, simple typesetting, and graphic design.

2. New Manager

The previous manager retired during the year and a new manager was appointed. The new manager was promoted from the position of photolithographer. With a reorganization of the Bureau, it proved unnecessary to fill the new manager's previous position.

3. Production

Total production during the year was 14,000,000 impressions, of which about one-third was produced by the photocopiers and two-thirds by the offset presses. By contrast, total production for 84-85 was 8,000,000.

Departments which began to make significantly heavier use of the Bureau's services included San Francisco General Hospital, Rec and Park, Public Health, and County Clerk.

4. Management-by-Objectives Program

a. MBO Goals

The Bureau's MBO goal was: Complete 75% of all departmental requests for services within 3 working days of receipt.

b. MBO Performance

The Bureau's MBO goal was met.

B. Mailroom

1. Introduction

The City Hall Mailroom provides the following services:

-- Special handling of large-volume first class and bulk rate mailings, including labeling folding, inserting, and sorting by ZIP code.

-- Interdepartmental mail services for City Hall departments, and box service for outside departments.

-- Special mail services including Certified, Express Mail, private express delivery services, UPS pickup and billing, and courier service to Controller's Payroll office at 160 South Van Ness.

2. Management-by-Objectives Program

a. MBO Goals

The Mailroom's MBO goals were:

(1) Correctly meter and distribute (to the correct department, the Postal Service, or other carrier) 99% of the mail picked up before 5 p.m. that day.

(2) Pick up, sort and deliver 99% of all City Hall interdepartmental mail within one working day.

b. MBO Performance

All of the Mailroom's MBO goals were met.

Appendices

Appendix 1

Proposition B, June 1986 Election

TEXT OF PROPOSED CHARTER AMENDMENT PROPOSITION B

NOTE: Additions or substitutions are indicated by **bold face** type; deletions are indicated by ~~horizontal strikeouts.~~

7.100 Materials, Supplies and Equipment

The purchaser of supplies shall purchase all materials, supplies and equipment of every kind and nature, and enter into agreements for all contractual services required by the several departments and offices of the city and county, except as in this section otherwise provided. Purchases of books, magazines and periodicals for the library departments, works of art for museums and other articles or things of unusual character as to the purchasing thereof, may, on the recommendation of a department head and the approval of the purchaser, be purchased directly by said department head.

Purchases for construction operations, or for any operations conducted outside the boundaries of the city and county may, on the recommendation of the department head in charge thereof and the approval of purchaser of supplies, be made by the department head. All such purchases made by officials of departments other than the purchasing department shall be made in accordance with regulations established by the purchaser of supplies. The purchaser of supplies shall have authority to exchange used materials, supplies, and equipment to the advantage of the city and county, advertise for bids, and to sell personal property belonging to the city and county on the recommendation of a department head that such articles are unfit for use.

All purchases shall be by written purchase order or written contract. All purchases in excess of one thousand dollars ($1,000) shall be by written contract; provided, however, that on the recommendation of the department head, in case of an emergency actually existing, the purchaser of supplies, with the approval of the chief administrative officer, may make such purchases in the open market on the basis of informal bids. At least three bids or quotations shall be secured on open market purchases and a permanent record of all such quotations shall be kept. All contracts and purchase orders in excess of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000)** for materials, supplies or equipment and all agreements for contractual services in excess of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000)** shall require the signature of the chief administrative officer in addition to the signature of the purchaser of supplies. Beginning with fiscal year 1987-88, the board of supervisors shall be authorized to increase or decrease by ordinance the dollar amount of contracts requiring approval of the chief administrative officer under this section. The purchaser of supplies shall not enter into any contract or issue any purchase order unless the controller shall certify thereon that sufficient unencumbered balances are available in the proper fund to meet the payments under such purchase order or contract as these become due.

The purchaser of supplies shall establish specifications and tests to cover all recurring purchases of materials, supplies and equipment. He shall, as far as is practicable, standardize materials, supplies and equipment according to the use to which they are to be put, when two or more types, brands or kinds are specified or requested by individual departments.

Purchases of equipment shall be made in accordance with specifications furnished by the department requiring such equipment in case the use of such equipment is peculiar to such department. For patented or proprietary articles sold by brand name, the purchaser may require each department requisitioning same by such brand name, to furnish specifications of the article requisitioned and may advertise for

bids on the basis of such specifications, under conditions permitting manufacturers of or dealers in other articles made and sold for the same purpose to bid on such specifications or on the specifications of their own product. If the purchaser of supplies recommends the acceptance of the lowest or best bid, stating his reasons in writing therefor, and if the department head concerned recommends the acceptance of any other bid on such proprietary articles, stating his reasons in writing therefor, the award shall be determined by the controller.

The purchaser of supplies shall require departments to make adequate inspection of all purchases, and shall make such other inspections as he deems necessary. He shall direct the rejection of all articles which may be below standards, specifications or samples furnished. He shall not approve any bill or voucher for articles not in conformity with specifications, or which are at variance with any contract.

He shall have charge of central storerooms and warehouses of the city and county. He shall also have charge of a central garage and shop for the repair of city and county equipment. All garages and shops heretofore maintained by departments for the construction, maintenance, and repair of departmental supplies and equipment, and the personnel assigned thereto, excepting the shop and personnel for fire alarm, police telegraph and traffic signal manufacture and repair operated by the department of electricity, are hereby transferred to said central garage and shop.

He shall, under the supervision of the controller, maintain an inventory of all materials, supplies and equipment purchased for and in use in all departments and offices of the city and county. He shall be responsible for the periodic check of such property, and in case of loss or damage deemed by him to be due to negligence, he shall report thereon to the mayor, the chief administrative officer and the controller. He shall have authority to require the transfer of surplus property in any department to stores or to other departments.

7.103 Requisition, Contract and Payment

All purchase orders and contracts shall be based on written requisitions, or, for materials, or supplies in common use in the various departments, on the purchaser's records of average use by all departments. Purchase orders and contracts in excess of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000)** must be approved by the chief administrative officer. **Beginning with fiscal year 1987-88, the board of supervisors shall be authorized to increase or decrease by ordinance the dollar amount of contracts requiring approval of the chief administrative officer under this section.** The purchaser of supplies shall approve all bids and vouchers for materials, supplies, equipment, and contractual services before the controller shall draw and approve warrants therefor. All contracts for the purchase of materials, supplies and equipment shall be made after inviting sealed bids by publication. All sealed bids received shall be kept on file. When an award of contract is made, notice that the same has been made shall be given by one publication, and any interested person may examine the bids and records at the purchaser's office.

The purchaser of supplies shall by rules and regulations, approved by the chief administrative officer and the controller, designate and authorize appropriate personnel within the purchasing department to exercise the purchaser's signature powers for purchase orders and contracts **approved as provided in this charter.**

7.200 Public Works and Purchasing Contracts

The construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements, and the purchasing of supplies, materials and equipment, when the expenditure involved in each case shall exceed the sum of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000),** shall be done by contract, except as otherwise provided by this charter. It shall constitute official misconduct to split or divide any public work or improvement or purchase into two or more units for the purpose of evading the contract provisions of this section. In an emergency, provided an actual emergency be declared by the board of supervisors to exist, and when authorized by resolution of said board, any public work or improvement may be executed in the most expeditious manner. Notwithstanding any other provision in this section or this charter contained, upon the approval of the chief administrative officer declaring the work to be emergency in character, there may be expended by the department of public works the sum not to exceed five hundred dollars ($500) for new construction of any type in or upon unimproved or unaccepted streets.

Any public work or improvement estimated to cost less than ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000)** may be performed under contract or written order or by the employment of the necessary labor and purchase of the necessary materials and supplies directly by the city and county. Any public work or improvement executed by the city, other than routine repair work, shall be authorized by the chief administrative officer when the cost exceeds ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000),** or by the heads of departments not under the chief administrative officer, only after detailed estimates have been prepared and submitted by the head of the department concerned. There shall be separate accounting for each work or improvement so executed, which accounting shall include all direct, indirect and supervisory elements of cost chargeable to such work or improvement, and each cost accounting shall be reported to the chief administrative officer, or to the mayor when such work shall have been performed by departments not under the chief administrative officer. All such accounts shall be reported to the controller. Any public work or improvement costing less than ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000)** and not performed by the use of city and county labor, materials, and supplies shall, if not performed under contract, be covered by written order or agreement which shall be based on not less than three bids, notice of which shall be given by three days' posting. Records of such bids shall be kept by the department.

When the expenditure for any public work or improvement shall exceed the sum of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000),** the same shall be done by contract, except as otherwise provided in this charter. The head of the department in charge of or responsible for the work for which a contract is to be let, or the purchaser of supplies in the case of purchases of materials, supplies and equipment, shall let such contract to the lowest reliable and responsible bidder not less than ten days after advertising by one publication for sealed proposals for the work, improvements or purchase contemplated. Each such advertisement shall contain the reservation of the right to reject any and all bids. The officer responsible for the awarding of any such contract shall require from all bidders information concerning their experience and financial qualifications, as provided by general law relative to such investigations authorized by department of public works.

The purchaser of supplies, with the approval of the chief administrative officer for bids in excess of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000),** or the department head concerned, with the approval of the board or commission to which he is responsible, may reject any and all bids and readvertise for bids.

The department head or the purchaser of supplies, as the case may be, shall have power to sign such contract for the estimated expenditures thereunder not in excess of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000).** Any contract involving the expenditure of more than ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000),** if for the purchase of materials, supplies or equipment, shall require the joint approval of the purchaser of supplies and the chief administrative officer. If such cuntract is for any public work or improvement, it shall require the joint approval of the department head and the chief administrative officer for amounts in excess of ~~fifteen thousand dollars ($15,000)~~ **fifty thousand dollars ($50,000),** relative to departments under his jurisdiction, or the signature of the department head and the approval by resolution of the board or commission concerned for departments not under the chief administrative officer.

The board of supervisors, by ordinance, shall establish procedure whereby appropriate city and county departments may file sealed bids for the execution of any work to be performed under contract. If such bid is the lowest, the contract shall be awarded to the department. Accurate units costs shall be kept of all direct and indirect charges incurred by the department under any such contract, which unit costs shall be reported to and audited by the controller monthly and on the completion of the work.

In any case where the lowest gross price or unit c bid is not accepted, and a contract is entered into with another bidder, written report shall be made to the chief administrative officer, the mayor and the controller by the officer authorized to execute the contract, with the reasons for failure to accept such lowest bid.

If any provision of this section is in conflict with any provision of section 7.100 of the charter, the provision contained in section 7.100 shall govern and control.

Beginning with fiscal year 1987-88, the board of supervisors shall be authorized to increase or decrease by ordinance the dollar amount set forth in any provision of this section.

7.201 Public Works Contract Procedure by Ordinance

Notwithstanding any other provision of this charter and, in particular, the provisions of section 7.200, the board of supervisors shall by ordinance determine the monetary limits not to exceed ~~$15,000~~ **fifty thousand dollars ($50,000),** within which the construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements may be done by contract or by written order or by the employment of the necessary labor and purchase of the necessary materials and supplies directly by the city and county, consistent, save as to monetary limits, with the manner provided for in section 7.200 and section 7.100.

Beginning with fiscal year 1987-88, the board of supervisors shall be authorized to increase or decrease by ordinance the dollar amount set forth in any provision of this section.

POLLS CLOSE AT 8:00 P.M.

Purchaser & Contracts

B

ARGUMENT IN FAVOR OF PROPOSITION B

VOTE YES ON B!

The City's Charter requires that a permanent, non-elected City official, the Chief Administrative Officer, review all purchases and contracts above $15,000. Of course, CAO approval of major contracts is very important. But, due to inflation, the number of contracts that have to go to the CAO for approval is always increasing. Today there are too many documents requiring CAO approval. This slows down the purchasing process, occupies staff time—and ultimately costs the City money. Proposition B will raise the CAO approval level to $50,000, and help the City to improve the efficiency of its purchasing operations.

The City's budget includes more than $250 million for purchases on tens of thousands of contracts. At the current $15,000 review limit, the CAO must approve thousands of documents every year—a costly, time-consuming process. In the long run the City loses money because of the inordinate length of time required to complete all the paperwork.

An adjustment must be made to remove the smaller contracts from this cumbersome process. Review and approval of contracts under $50,000 should be under the responsibility of the City Purchaser, a highly trained and experienced professional, who reports directly to the CAO. By changing the present $15,000 to $50,000, it will be possible for the CAO to give each document that comes to him the attention it requires. And, by placing its orders and paying its bills faster, both the City and businesses will benefit—especially small business and those owned by minorities and women.

Proposition B will allow future adjustments to the limit to be made by ordinance instead of Charter amendment. This flexibility will ensure the City's ability to adjust to inflation and changes in the market.

This amendment comes to you with the recommendation of auditors, controllers, bankers, and others who exercise top fiduciary responsibility within their own organizations.

VOTE YES ON B.

Dianne Feinstein, Mayor
Roger Boas, Chief Administrative Officer

ARGUMENT IN FAVOR OF PROPOSITION B

Proposition B will make essential changes to update the purchasing and payment procedures under the Chief Administrative Officer. These measures are necessary and desirable because they will save the City money by significantly increasing our management efficiency.

Right now, the City loses because it takes too long for contracts to be reviewed and payments okayed, which means that early payment incentives go unutilized. The CAO has to approve every contract greater than $15,000—and with City purchases last year over $250 million, the paperwork logjam is vast and overwhelming.

An increase in the review limit from $15,000 to $50,000 will make an adequate adjustment for inflation—$50,000 now is only about $15,000 in 1967 dollars. Proposition B will also enable the City Purchaser, who reports to the CAO, to maximize potential savings through early payments by designating appropriate personnel to approve contracts up to $50,000. These "Good Business" amendments are consistent with private sector practices and should be incorporated by the CAO in the City's best interests.

Finally, Proposition B will give the City the ability to respond quickly to changes in the market place by allowing changes in the CAO review limit by ordinance instead of Charter amendment. This flexibility is necessary to ensure that in the future we will not lose money because of institutional rigidity. Control is maintained with the necessity of Board action and Mayoral approval to adjust the review limit, and this same feature will allow for change when desired.

Vote yes on Proposition B.

Submitted by the Board of Supervisors

NO ARGUMENT AGAINST PROPOSITION B WAS SUBMITTED

NEXT TIME YOU MOVE...
DON'T LEAVE YOUR VOTE BEHIND!

You must re-register to vote whenever you move.

Arguments printed on this page are the opinion of the authors and have not been checked for accuracy by any official agency.

B Purchaser & Contracts

PROPOSITION B

Shall the Purchaser be authorized to enter into contracts for up to $50,000 without the Chief Administrative Officer's approval, and to permit his agents to sign contracts for him?

YES 281
NO 282

Analysis

by Ballot Simplification Committee

THE WAY IT IS NOW: The Purchaser must get the approval of the Chief Administrative Officer before signing certain contracts for more than $15,000. Only the voters may change that dollar limit. The Purchaser must personally sign every contract that comes through his office.

THE PROPOSAL: Proposition B would raise the limit on contracts requiring the Chief Administrative Officer's approval to $50,000. It would also allow the Board of Supervisors to change that limit by ordinance. Proposition B would also permit the Purchaser to name certain people in his office to sign contracts on his behalf.

A YES VOTE MEANS: If you vote yes, you want the Purchaser to get the Chief Administrative Officer's approval only on contracts for more than $50,000. You also want the Purchaser to be able to name certain people in his office to be able to sign contracts on his behalf.

A NO VOTE MEANS: If you vote no, you want to require the Purchaser to get the Chief Administrative Officer's approval on contracts for more than $15,000. You also want him to sign all contracts himself.

Controller's Statement on "B"

City Controller John C. Farrell has issued the following statement on the fiscal impact of Proposition B:

"Should the proposed charter amendment be adopted, in my opinion, it would not affect the cost of government."

How Supervisors Voted on "B"

On March 3 the Board of Supervisors voted 7-2 on the question of placing Proposition B on the ballot.

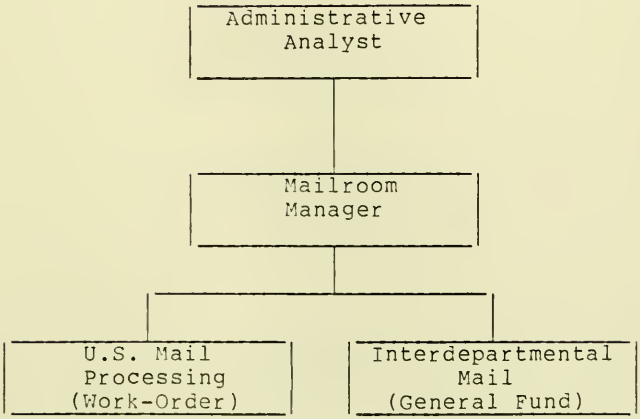
The Supervisors voted as follows:

YES: Supervisors Richard Hongisto, Bill Maher, John Molinari, Wendy Nelder, Louise Renne, Nancy Walker and Doris Ward.

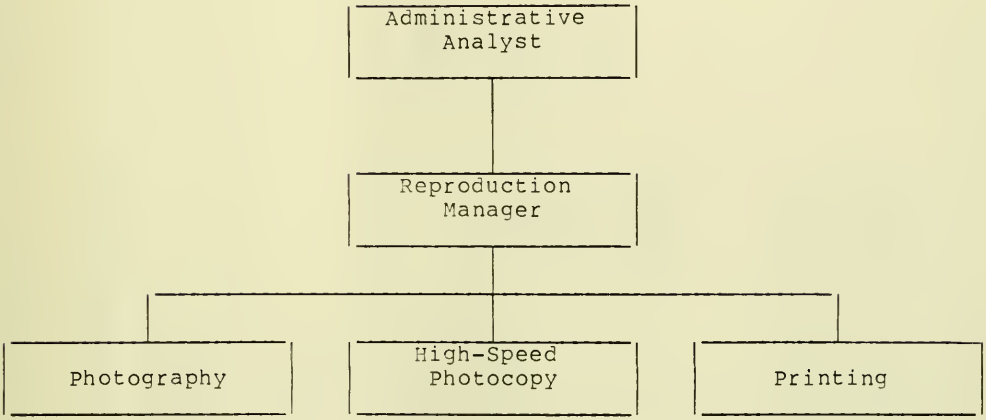
NO: Supervisors Quentin Kopp and Carol Ruth Silver.

THE TEXT OF PROPOSITION B APPEARS ON PAGE 71

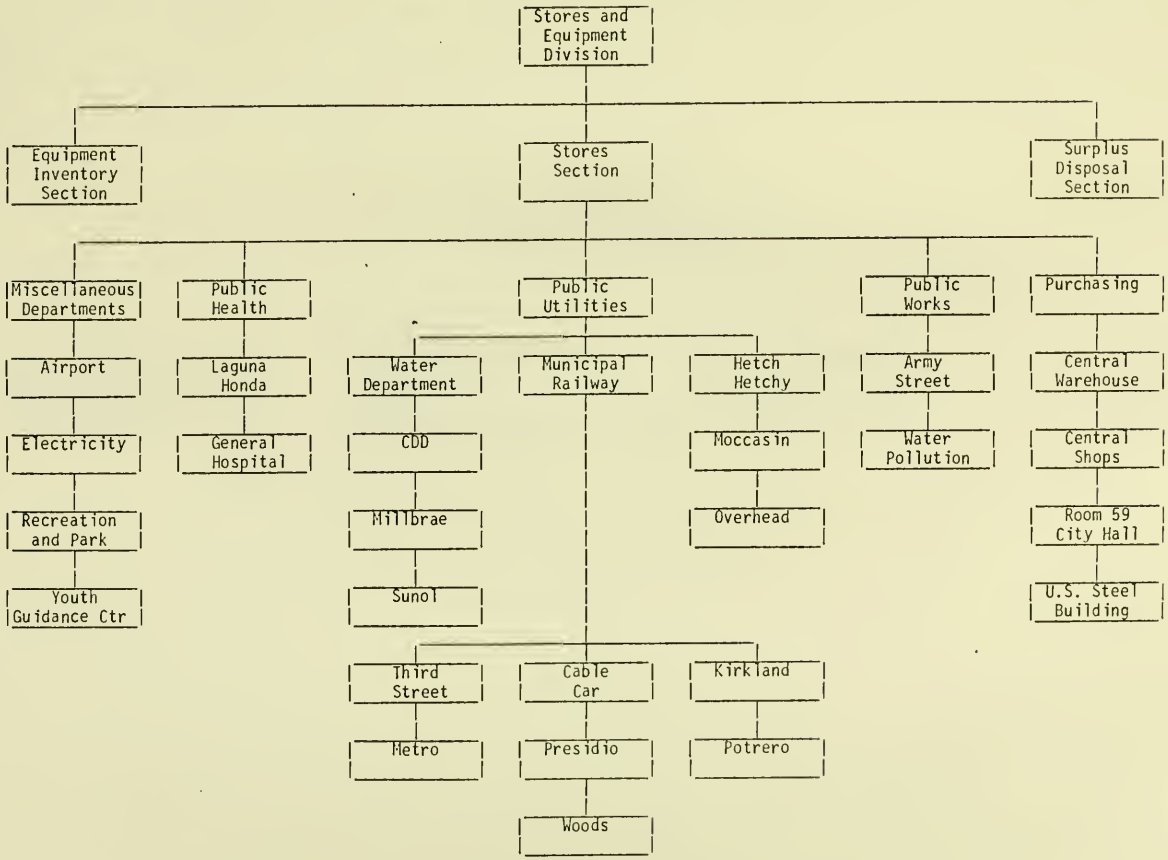
F. City Hall Mailroom



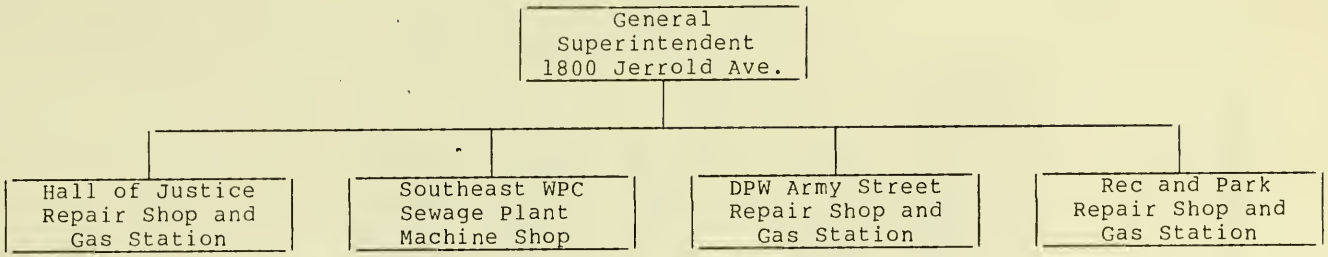
E. Reproduction Bureau



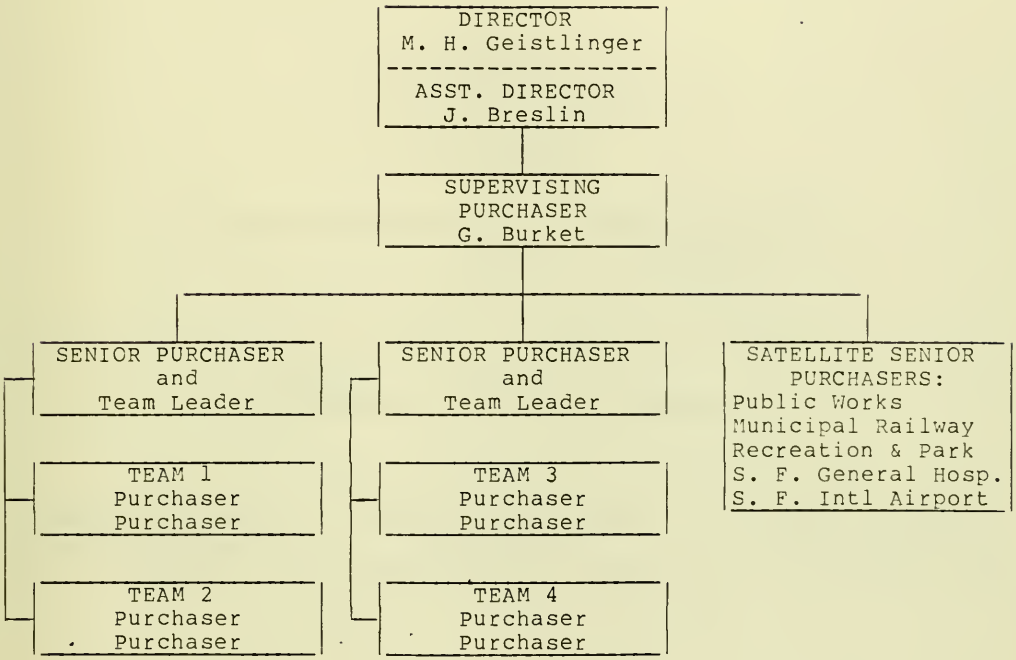
D. Stores and Equipment Division



C. Central Shops

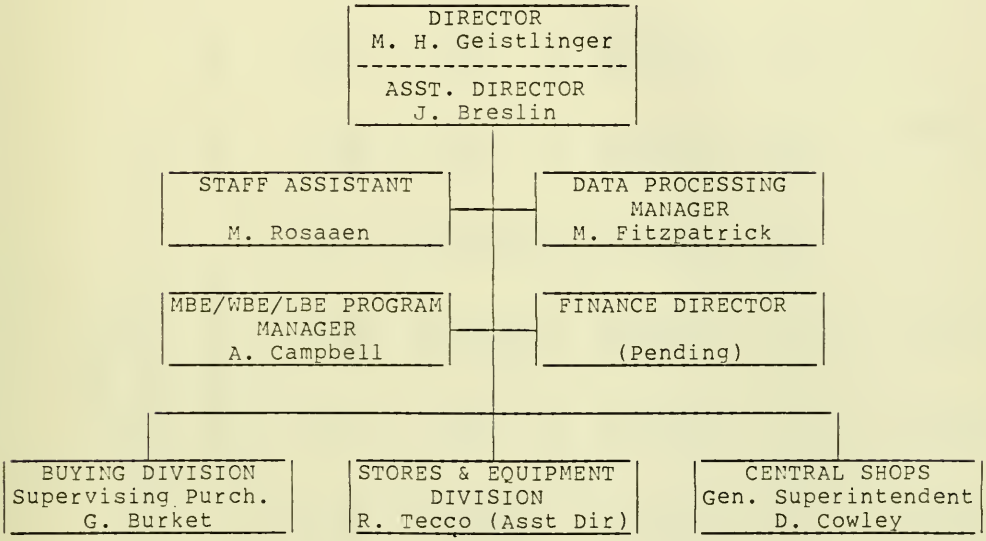


B. Buying Division



VII. Organization Charts

A. Management and Division Heads



Appendix 2

Purchasing Budget Summary, 1985-86

3550 3588

MBO-BUDGET REPORT 101-C RUN NBR: 84/13/19 DATE: 06/13/85 TIME: 23:18 CITY AND COUNTY OF SAN FRANCISCO FISCAL YEAR 1985-86 DEPT: 91 PURCHASER

DEPT PAGE: 1

MBO PERFORMANCE BUDGET

MSA: 95 GENERAL ADMINISTRATION & FINANCE G
DEPARTMENT: 91 PURCHASER

	1983-84 ACTUAL	1984-85 ORIGINAL	1984-85 REVISED	1ST 6 MO ACTUAL	MAYOR'S (UNSTAND)	MAYOR'S (STAND)	COST OF STAND	REAL INCREASE
DEPARTMENT EXPENDITURE SUMMARY:								
- - - - - P R O G R A M S - - - - -								
REPRODUCTION SERVICES	35,805	0	117,709-	116,198	0	0	0	117,709
PURCHASING SERVICES	849,203	1,368,509	1,392,958	522,496	1,456,910	1,541,213	84,303	63,952
CITY AUTO PURCHASES	646,911	796,563	998,738	49,842	747,700	747,700	0	251,038-
CITY MAIL SERVICES	135,176	192,786	192,786	211,741	225,313	236,875	11,562	32,527
STORAGE & WAREHOUSING	1,676,876	2,252,676	2,441,560	911,782	2,248,260	2,381,675	133,415	193,300-
EMERGENCY VEHICLE & EQUIPMENT REPA	1,840,935	0	3,635,603-	429,641	0	0	0	3,635,603
GENERAL PURPOSE VEHICLE & EQUIP RE	1,003,099-	0	3,191,851	311,349-	0	0	0	3,191,851-
PURCHASER MANAGEMENT	320,183	435,919	616,668	156,229	563,485	600,493	37,008	53,183-
TOTAL DEPARTMENT	4,401,990	5,046,453	5,081,249	2,086,580	5,241,668	5,507,956	266,288	160,419
- - - - C A T E G O R I E S - - - -								
LABOR COSTS	6,818,417	9,106,064	9,284,361	3,828,533	9,244,131	9,746,187	502,056	40,230-
OVERHEAD	0	12,000	12,000	0	18,000	18,000	0	6,000
CONTRACTUAL SERVICES	921,144	1,174,546	1,300,508	446,977	1,254,276	1,254,276	0	46,232-
OTHER CURRENT EXPENDITURES	1,582,495	1,778,751	2,861,516	603,965	2,033,178	2,033,178	0	828,338-
EQUIPMENT/CAPITAL OUTLAY	647,038	873,263	1,029,002	49,842	928,775	928,775	0	100,227-
SERVICES OF OTHER DEPARTMENTS	263,419	207,647	207,647	62,789	285,094	286,634	1,540	77,447
RECOVERIES	5,830,523-	8,105,818-	9,613,785-	2,905,526-	8,521,786-	8,759,094-	237,308-	1,091,999
TOTAL DEPARTMENT	4,401,990	5,046,453	5,081,249	2,086,580	5,241,668	5,507,956	266,288	160,419
DEPARTMENT REVENUE SUMMARY:								
GENERAL FUND REVENUES - CREDITED TO DEPT	363,190	350,675	350,675	161,399	450,675	450,675	0	100,000
GENERAL FUND UNALLOCATED	2,712,737	2,672,629	2,707,709	1,181,478	2,760,572	2,902,366	141,794	52,863
TOTAL DEPARTMENT	3,075,927	3,023,304	3,058,384	1,342,877	3,211,247	3,353,041	141,794	152,863
DEPARTMENT CAPITAL EXPENDITURE SUMMARY:								
GENERAL FUND FM/CIP	0	376,600	376,600	0	205,000	205,000	0	171,600-
DEPARTMENT EMPLOYMENT SUMMARY:								
AUTHORIZED POSITIONS:								
PERMANENT POSITIONS	105	124	124		124			0
INTERDEPT WORK ORDER POSITIONS	132	134	135		135			0
TOTAL BUDGETED	237	258	259		259			0
TOTAL DEPARTMENT	237	258	259		259			0

75K

3559 3559

BPREP REPORT 7300 CITY & COUNTY OF SAN FRANCISCO PAGE: 54
FISCAL YEAR 1985-86
RUN DATE: 05/13/85 TIME: 22:34 DEPT: 91 PURCHASER
DEPARTMENTAL REVENUES

MSA 95 GENERAL ADMINISTRATION & FINANCE G
DEPARTMENT 91 PURCHASER

SUB-OBJECT	TITLE	F/Y 1983-84 ACTUAL	FISCAL YEAR 1984-85 ORIGINAL BUDGET	REVISED BUDGET	1ST 6 MOS. ACTUAL	MAYOR'S UNSTANDZD.	FISCAL YEAR 1985-86 MAYOR'S STANDZD.	STANDZN. INCREASE	UNSTAND VS. REVISED
FND GROUP/FUND 01001 GENERAL FUND									
7061	SALE DOCUM PURCH	425	675	675	239	675	675	0	0
7062	SUNDRY MINOR SALES-PURCHASER	362,765	350,000	350,000	161,160	450,000	450,000	0	100,000
T O T A L: FND GROUP/FUND	01001	363,190*	350,675*	350,675*	161,399*	450,675*	450,675*	0*	100,000*
T O T A L: DEPARTMENT	91	363,190*	350,675*	350,675*	161,399*	450,675*	450,675*	0*	100,000*
T O T A L: MSA	95	28,151,685*	28,511,282*	28,701,600*	3,702,356*	30,943,360*	30,943,360*	0*	2,241,760*

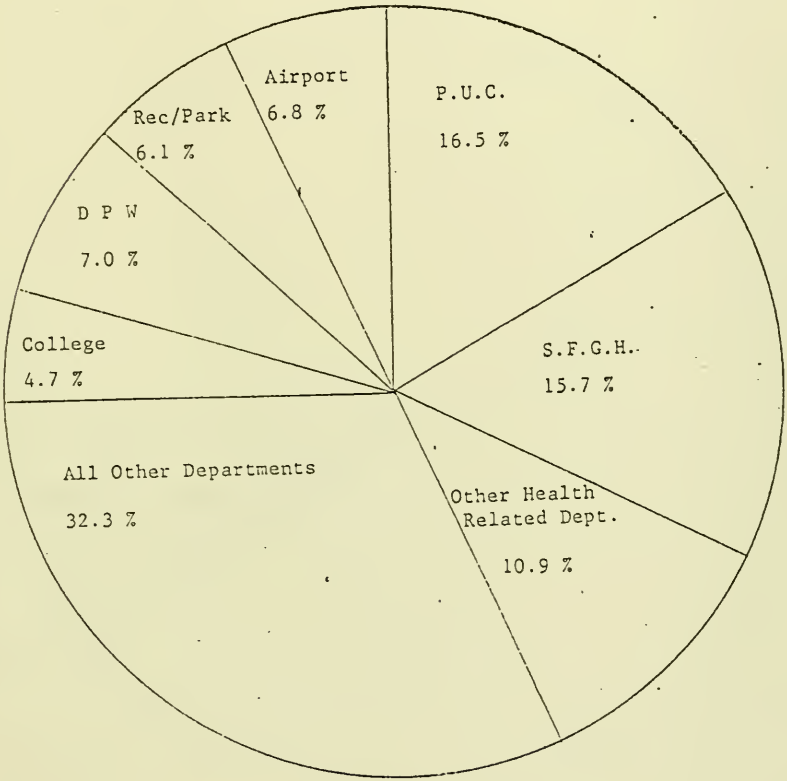
Appendix 3

Purchase Order Volume, by Departments 1985-86

Department	Amount (in millions)	Percent of Total Purchase Orders
Muni	10	20
Other PUC, Hetch Hetchy, Water, Central	7	14
DPW (and Clean Water)	6	12
DPH (incl. Laguna Honda)	3	6
SFGH	3	6
Airport	3	6
S.F. Community College District	2	4
Rec and Park	2	4
Other departments	14	28
TOTAL	$50M	100%

Appendix 4

Purchasing's TPA and PO Workload, by Requesting Department, FY 1985-86

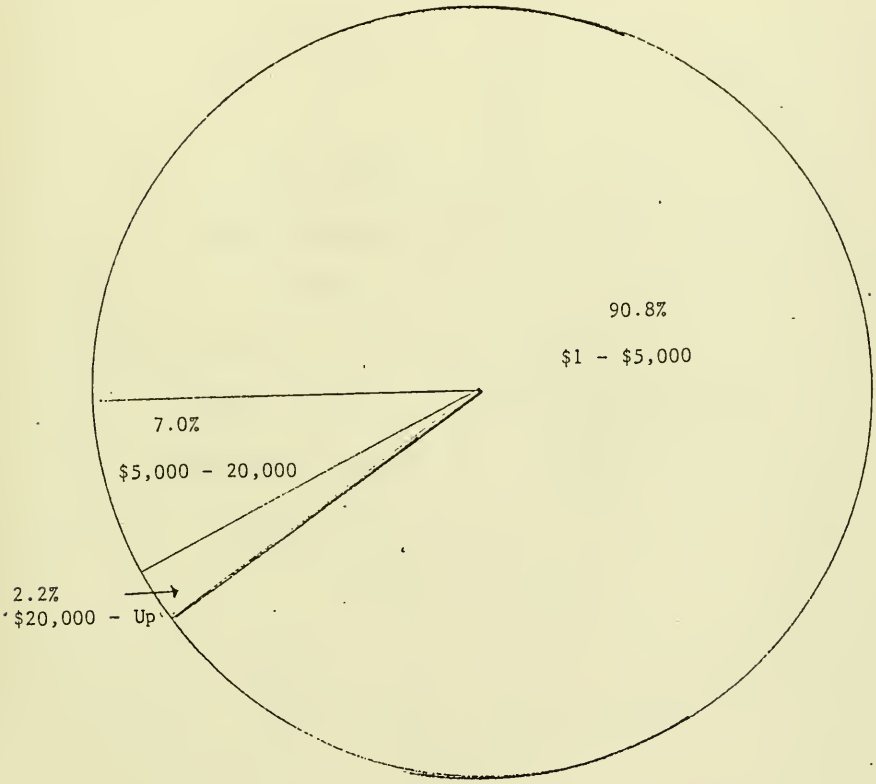


Total number of documents processed = 80,333

This includes TPA Originals and Supplementals, Voucher Payments and Purchase Orders.

Appendix 5

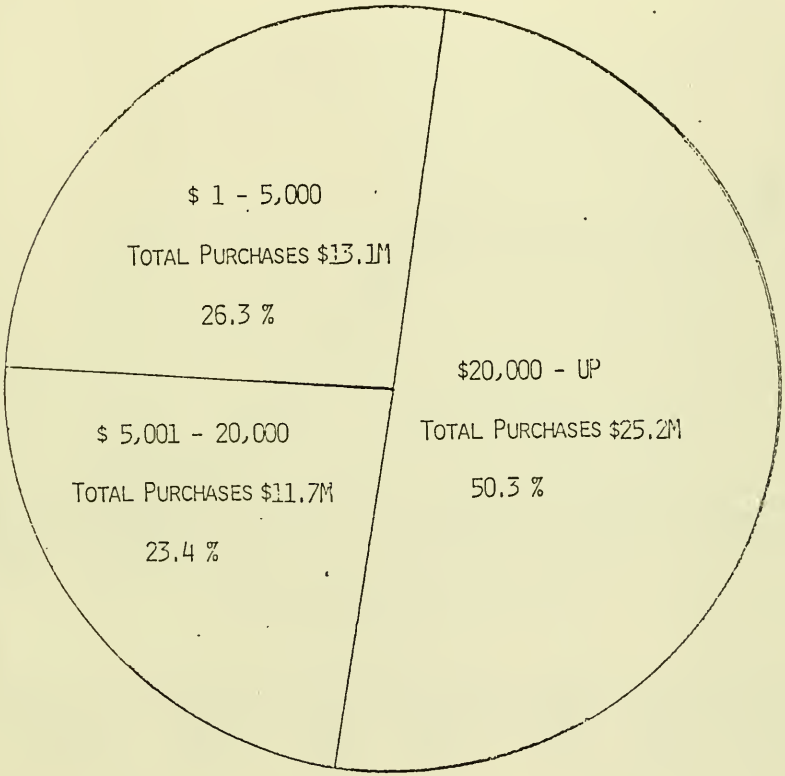
Distribution of Purchase Orders by Dollar Range, FY 1985-86



Total Purchase Orders 18,000

Appendix 6

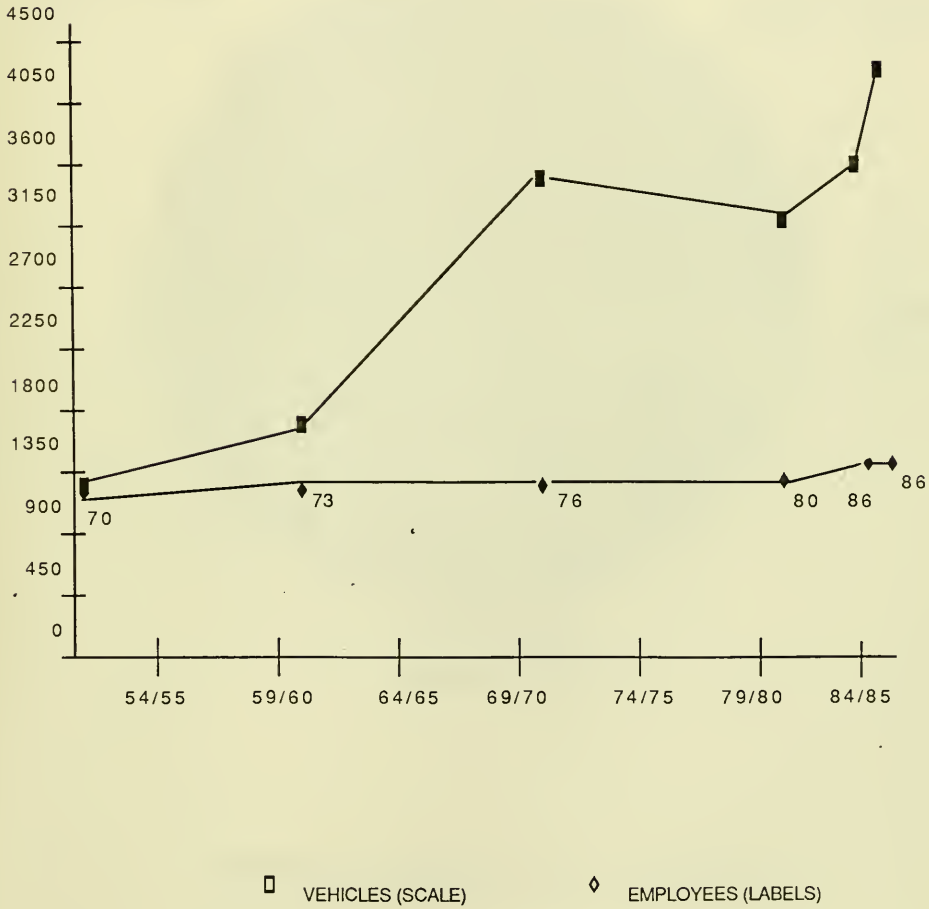
Total Dollar Amount of Purchase Orders, by Dollar Range, FY 1985-86



Total amount of Purchase Orders = $50 million

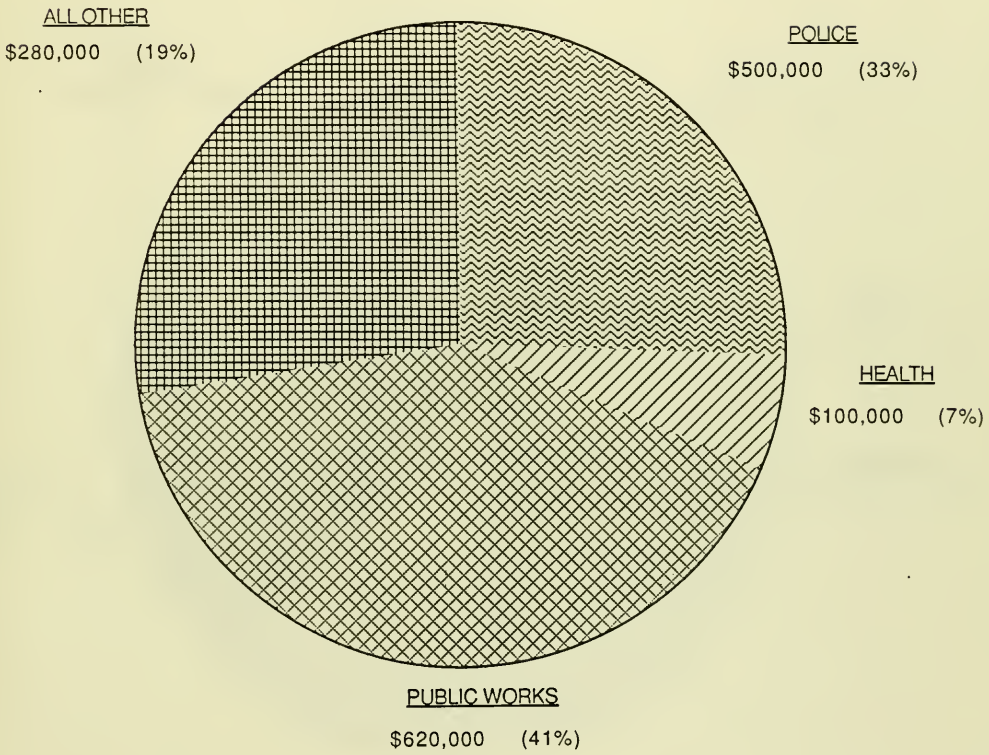
Appendix 7

Vehicle and Equipment Inventory v. Shops Population, 1951-52 to 1985-86



Appendix 8

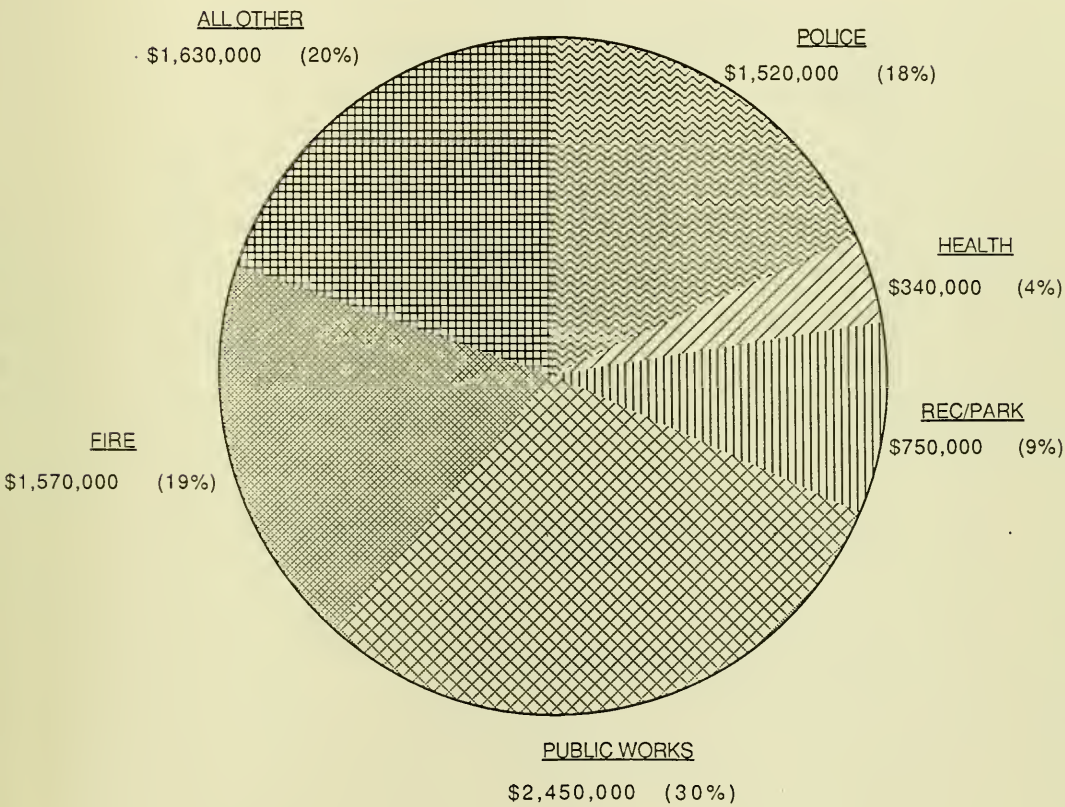
Fuel Expenses and Customers, 1985-86



TOTAL FUEL EXPENDITURES - $1,500,000

Appendix 9

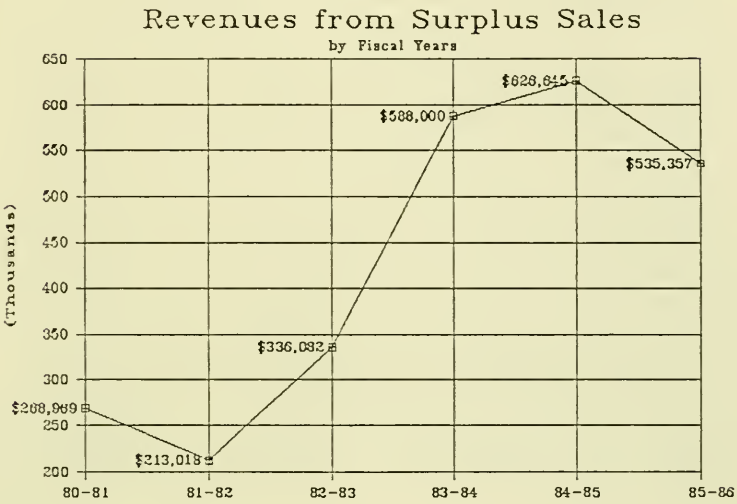
Maintenance and Repair Expenses and Customers, 1985-86

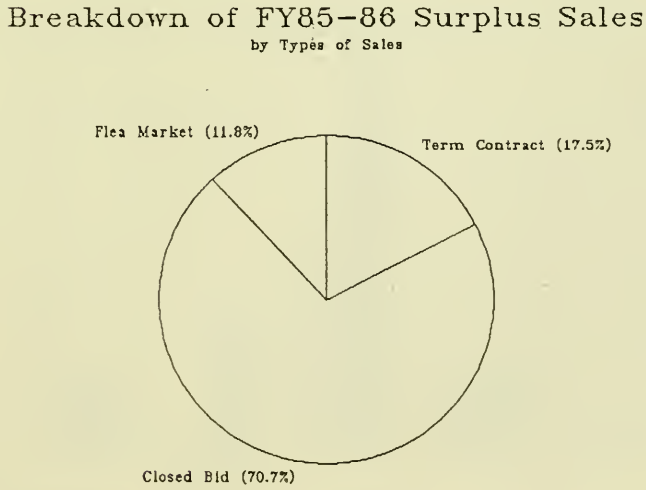


TOTAL MAINTENANCE/REPAIR EXPENDITURES - $8,250,000

Appendix 10

Surplus Sales Data, 1980-81 through 1985-86





Appendix 11

Storeroom Inventories, 1982-83 through 1985-86